

RESOLUTION NO. 2018 - 168

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD RFP NO. 18-25 AND TO EXECUTE AGREEMENTS FOR OPERATION AND MANAGEMENT OF COMMUNITY CENTERS

RECITALS

WHEREAS, the County desires to enter into negotiations, and upon successful negotiations, enter into a contract with the St. Johns County Council on Aging (SJCCOA), to perform operation and management of community centers in accordance with RFP No. 18-25; and

WHEREAS, the scope of the services will be to provide programs and senior services at two community centers located in St. Johns County at the Trout Creek Community Center, 6795 Collier Road, Orangedale, FL 32092 and The Players Community Senior Center, 175 Landrum Lane, Ponte Vedra, FL 32082; and

WHEREAS, through the County's formal RFP process, St Johns County Council on Aging (SJCCOA) was selected as the qualified respondent to enter into contract with the County to perform the work referenced above; and

WHEREAS, the County has reviewed the terms, provisions, conditions and requirements of the proposed contract (attached hereto, an incorporated herein) and finds that entering into a contract to complete the work services serves a public purpose; and

WHEREAS, the contract will be finalized after negotiations, but will be in substantial conformance with the attached draft contract.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to award RFP 18-25 to St. Johns County Council on Aging (SJCCOA), and to conduct negotiations to provide the services set forth therein.

Section 3. Upon successful negotiations, the County Administrator, or designee, is further authorized to execute an agreement in substantially the same form and format as the attached draft on behalf of the County to provide the scope of services as specifically provided in RFP 18-25.

Section 4. If after negotiation with St. Johns County Council on Aging (SJCCOA), and if an agreement cannot be reached, the County Administrator, or his designee may enter into negotiations with the next successively ranked respondent(s) until an agreement is reached, or until the County Administrator, or his designee determine that pursuing negotiations further does not serve the best interest of the County.

Section 5. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 19 day of June, 2018.

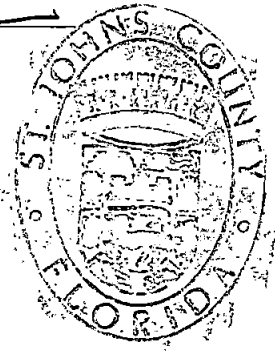
BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

By: [Signature]
Henry Dean, Chair

ATTEST: Hunter S. Conrad, Clerk

By: [Signature]
Deputy Clerk

RENDITION DATE 6/22/18





CONTRACT AGREEMENT
RFP NO: 18-25; Operation and Management of Community Centers
Master Contract #: _____

This Contract Agreement, ("Agreement") is made as of this _____ day of _____, 2018, **Effective Date** by and between **St. Johns County, FL** ("County"), a political subdivision of the State of Florida, whose principal offices are located at 500 San Sebastian View, St. Augustine, FL 32084, and **St. Johns County Council on Aging** ("Contractor"), authorized to do business in the State of Florida, with mailing address: 180 Marine Street, St. Augustine, FL 32084; Phone: (904) 209-3700 and Fax: (904) 209-3654 and email: ryanni@stjohnscoa.com.

In consideration of the mutual promises contained herein, the County and the Contractor agree as follows:

ARTICLE 1 – DURATION and EXTENSION

This Agreement shall become effective upon the date of execution by all parties, upon the Effective Date shown above, and shall be in effect for an initial contract term of three (3) calendar years, and may be extended for one (1) two (2) year renewal period to complete the required services, upon satisfactory performance by the Contractor, mutual agreement by both parties, and the availability of funds. While this Agreement may be renewed as stated in this Article, it is expressly noted that the County is under no obligation to extend this Agreement. It is further expressly understood that the option of extension is exercisable only by the County, and only upon the County's determination that the Contractor satisfactorily performed the Services noted in the Contract Documents.

ARTICLE 2 - ENUMERATION OF CONTRACT DOCUMENTS

The term "Contract Documents" shall include all RFP Documents and any addenda/exhibits thereto; all Specifications; this Agreement, any duly executed amendments, addenda, and/or exhibits hereto; and any and all Change Orders.

ARTICLE 3 - SERVICES

The Contractor's responsibility under this Agreement is to provide programs and senior services at two community centers located in St. Johns County, Trout Creek Community Center located at 6795 Collier Road, Orangedale, FL 32092, and The Players Community Senior Center located at 175 Landrum Lane, Ponte Vedra, FL 32082, submitted by the Contractor, approved by the County in accordance with RFP No: 18-25 as otherwise provided in the Contract Documents (Exhibit "B"). Services provided by the Contractor shall be under the general direction of St. Johns County Parks & Recreation Department or other authorized County designee, who shall act as the County's representative throughout the duration of this Agreement.

ARTICLE 4 – SCHEDULE

The Contractor shall perform the required Services according to the schedule submitted and approved by the County. No changes to said schedule shall be made without prior written authorization from the County's representative.

ARTICLE 5 – COMPENSATION/BILLING/INVOICES

- A. The County shall compensate the Contractor an amount not to exceed _____ (\$ _____) according to the bid proposal, which shall include any and all direct and indirect costs, and reimbursable expenses. The maximum amount available as compensation to Contractor under this Agreement shall not exceed the amount stated above without the County's express written approval, and amendment to this Agreement.
- B. It is strictly understood that Contractor is not entitled to the above-referenced amount of compensation. Rather, Contractor's compensation is based upon Contractor's adhering to the Scope of Work, detailed in this Agreement. As such, the Contractor's compensation is dependent upon satisfactory completion and delivery of all work product and deliverables noted in the Scope of Work, and detailed in this Agreement.
- C. The Contractor shall bill the County for services satisfactorily performed, and materials satisfactorily delivered on a monthly basis. The signature of the Contractor's authorized representative on the submitted invoice shall constitute the Contractor's certification to the County that:

1. The Contractor has billed the County for all services rendered by it and any of its sub-contractors or materials suppliers through the date of the invoice;
 2. As of the date of the invoice, no other outstanding amounts are due from the County to the Contractor for services rendered;
 3. The reimbursable expenses, if any, have been reasonably incurred; and
 4. The amount requested is currently due and owing.
- D. Though there is no billing form or format pre-approved by either the County, or the Contractor, bills/invoices submitted by the Contractor shall include a detailed written report of the Work accomplished in connection with the Scope of Work, and must be submitted with a Monthly Invoicing Form 1551, as provided by the County. The County may return a bill/invoice from the Contractor, and request additional documentation/information. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified bill/invoice.
- E. The Contractor's acceptance of the County's payment of an invoiced amount shall release the County from any claim by the Contractor, or by the Contractor's Contractors or sub-Contractors, for work performed but not invoiced during the time period indicated on the invoice for which payment was issued.
- F. Unless otherwise notified, bills/invoices should be delivered to:
- SJC Parks and Recreation Department
ATTN: Jayne Delaney
2175 Mizell Rd.
St. Augustine, FL 32080
- G. FINAL INVOICE: In order for the County and the Contractor to reconcile/close their books and records, the Contractor shall clearly indicate "Final Invoice" on the Contractor's final bill/invoice to the County. Such indication establishes that all services have been satisfactorily performed and that all charges and costs have been invoiced to the County and that there is no further Work to be performed under this Agreement.

ARTICLE 6 – TRUTH-IN-NEGOTIATION CERTIFICATE

The signing of this Agreement by the Contractor shall act as the execution of a truth-in-negotiation certificate certifying that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current as of the date of this Agreement.

The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the Agreement.

ARTICLE 7 – ARREARS

The Contractor shall not pledge the County's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

ARTICLE 8 – TERMINATION

- A. This Agreement may be terminated by the County without cause upon at least thirty (30) calendar days advance written notice to the Contractor of such termination without cause.
- B. This Agreement may be terminated by the County with cause upon at least fourteen (14) calendar days advance written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.

ARTICLE 9 – NOTICE OF DEFAULT/RIGHT TO CURE

- A. Should the County fail to perform (default) under the terms of this Agreement, then the Contractor shall provide written notice to the County, which such notice shall include a timeframe of no fewer than seven (7) business days in which to cure the default. Failure to cure the default within the timeframe provided in the notice of default (or any

such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Agreement.

- B. Should the Contractor fail to perform (default) under the terms of this Agreement, then the County shall provide written notice to the Contractor, which such notice shall include a timeframe of no fewer than fourteen (14) calendar days in which to cure the default. Failure to cure the default within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Agreement.
- C. Consistent with other provisions in this Agreement, Contractor shall be paid for services authorized and satisfactorily performed under this Contract up to the effective date of termination.
- D. Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Contractor shall:
 - 1. Stop work on the date to the extent specified.
 - 2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
 - 3. Transfer all work in process, completed work, and other material related to the terminated work to the County.
 - 4. Continue and complete all parts of the work that have not been terminated.

ARTICLE 10 – PERSONNEL

The Contractor represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Work as provided in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with the County.

All Work required hereunder shall be performed by the Contractor, or under its supervision. All personnel engaged in performing the Work shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such Work.

Any changes or substitutions in the Contractor's key personnel must be made known to the County's representative and written approval granted by the County before said change or substitution can become effective.

The Contractor warrants that all Work shall be performed by skilled and competent personnel to the highest professional standards in the field. The Contractor is responsible for the professional quality, technical accuracy, and timely completion of all work performed hereunder, and shall correct or revise any errors or deficiencies in the Work, without additional compensation.

ARTICLE 11 – SUBCONTRACTING

The County reserves the right to approve the use of any subcontractor, or to reject the selection of a particular subcontractor, and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform the Work described in the Contract Documents. The Contractor is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the subcontractor to complete the Work in a timely fashion, the Contractor shall promptly do so, subject to approval by the County.

The County reserves the right to disqualify any subcontractor, vendor, or material supplier based upon prior unsatisfactory performance.

ARTICLE 12 – FEDERAL AND STATE TAX

In accordance with Local, State, and Federal law, the County is exempt from the payment of Sales and Use Taxes. The County shall provide a tax exemption certificate to the Contractor upon request. The Contractor shall not be exempt from the payment of all applicable taxes in its performance under this Agreement. It is expressly understood by the County and by the Contractor that the Contractor shall not be authorized to use the County's Tax Exemption status in any manner.

The Contractor shall be solely responsible for the payment and accounting of any and all applicable taxes and/or withholdings including but not limited to Social Security payroll taxes (FICA), associated with or stemming from Contractor's performance under this Agreement.

ARTICLE 13 – AVAILABILITY OF FUNDS

The County's obligations under this Agreement are contingent upon the lawful appropriation of sufficient funds, for that

purpose, by the St. Johns County Board of County Commissioners. Pursuant to the requirements of Section 129.07, Florida Statutes, payment made under this Agreement shall not exceed the amount appropriate in the County's budget for such purpose in that fiscal year. Nothing in this Agreement shall create any obligation on the part of the Board of County Commissioners to appropriate such funds for the payment of services provided under this Agreement during any given County fiscal year. Moreover, it is expressly noted that the Contractor cannot demand that the County provide any such funds in any given County Fiscal Year.

ARTICLE 14 - INSURANCE

The Contractor shall not commence work under this Agreement until he/she has obtained all insurance required under this section and such insurance has been approved by the County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Contractor shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Contractor has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Contractor of its liability and obligations under this Agreement.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View
St. Augustine, FL 32084

The Contractor shall maintain during the life of this Agreement, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate to protect the Contractor from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Agreement, whether such operations be by the Contractor or by anyone directly employed by or contracting with the Contractor.

The Contractor shall maintain during the life of this Agreement, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000.

The Contractor shall maintain during the life of this Agreement, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability to protect the Contractor from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Contractor or by anyone directly or indirectly employed by a Contractor.

The Contractor shall maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its employees (if three or more) per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator, or his designee, may adjust these insurance requirements.

ARTICLE 15 - INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County and its officers and employees from claims, liabilities, damages, losses, and costs, including court costs, expert witness and professional consultation services, and attorneys' fees, arising out of the Consultant's errors, omissions, or negligence. The Contractor shall not be liable to, nor be required to indemnify the County for, any portions of damages arising out of any error, omission, or negligence of the County or its officers and employees.

ARTICLE 16 - SUCCESSORS AND ASSIGNS

The County and the Contractor each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Except as above, neither the County nor the Contractor shall assign, sublet, convey or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, which may be a party hereto,

nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

ARTICLE 17 – NO THIRD PARTY BENEFICIARIES

It is expressly understood by the County, and the Contractor, and this Agreement explicitly states that no third party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

ARTICLE 18 – REMEDIES

No remedy herein conferred upon any party is intended to be exclusive, or any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or nor or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party or any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

ARTICLE 19 – CONFLICT OF INTEREST

The Contractor represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The Contractor further represents that no person having any interest shall be employed for said performance.

The Contractor shall promptly notify the County, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Contractor may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Contractor.

The County agrees to notify the Contractor of its opinion by certified mail within thirty (30) days of receipt of notification by the Contractor. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Contractor, the County shall so state in the notification and the Contractor shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the County by the Contractor under the terms of this Agreement.

ARTICLE 20 – EXCUSABLE DELAYS

The Contractor shall not be considered in default by reason of any delay in performance if such delay arises out of causes reasonably beyond the Contractor's control and without its fault or negligence. Such cases may include, but are not limited to: acts of God; the County's ommissive and commissive failures; natural or public health emergencies; freight embargoes; and severe weather conditions.

If delay is caused by the failure of the Contractor's subcontractor(s) to perform or make progress, and if such delay arises out of causes reasonably beyond the control of the Contractor and its subcontractor(s) and is without the fault or negligence of either of them, the Contractor shall not be deemed to be in default.

Upon the Contractor's request, the County shall consider the facts and extent of any delay in performing the work and, if the Contractor's failure to perform was without its fault or negligence, the Contract Schedule and/or any other affected provision of this Agreement shall be revised accordingly; subject to the County's right to change, terminate, or stop any or all of the Work at any time.

ARTICLE 21 – DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The Contractor shall deliver to the County for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the County under this Agreement.

All written and oral information not in the public domain, or not previously known, and all information and data obtained, developed, or supplied by the County, or at its expense, shall be kept confidential by the Contractor and shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased under this Agreement, or at the County's expense, shall be and remains the County's property and may be reproduced and reused at the discretion of the County.

The County and the Contractor shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

ARTICLE 22 – INDEPENDENT CONTRACTOR RELATIONSHIP

The Contractor is, and shall be, in the performance of all work services and activities under this Agreement, an independent Contractor, and not an employee, agent, or servant of the County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times and in all places be subject to the Contractor's sole direction, supervision, and control.

The Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Contractor's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees or agents of the County. The Contractor does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this Agreement.

ARTICLE 23 – CONTINGENT FEES

Pursuant to Section 287.055(6), Florida Statutes, the Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

Violation of this section shall be grounds for termination of this Agreement. If this Agreement is terminated for violation of this section, the County may deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or other consideration.

ARTICLE 24 – ACCESS AND AUDITS

The Contractor shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the County's cost, upon five (5) days written notice.

ARTICLE 25 – NONDISCRIMINATION

The Contractor warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age or national origin.

ARTICLE 26 – ENTIRETY OF CONTRACTUAL AGREEMENT

The County and the Contractor agree that this Agreement, signed by both parties sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein, or are incorporated by reference into this Agreement. None of the provisions, terms, conditions, requirements, or responsibilities noted in this Agreement may be amended, revised, deleted, altered, or otherwise changed, modified, or superseded, except by written instrument, duly executed by authorized representatives of both the County, and the Contractor.

ARTICLE 27 – ENFORCEMENT COSTS

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all reasonable expenses even if not taxable as court costs (including, without limitation, all such reasonable fees, costs and expenses incident to appeals), incurred in that action or proceedings, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 28 – COMPLIANCE WITH APPLICABLE LAWS

Both the County and the Contractor shall comply with any and all applicable laws, rules, regulations, orders, and policies of the County, State, and Federal Governments.

ARTICLE 29 – AUTHORITY TO PRACTICE

The Contractor hereby represents and warrants that it has and shall continue to maintain all licenses and approvals required to conduct its business, and that it shall at all times, conduct its business activities in a reputable manner.

ARTICLE 30 – SEVERABILITY

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such items or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 31 - AMENDMENTS AND MODIFICATIONS

No amendments or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

The County reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the Contractor of the County’s notification of a contemplated change, the Contractor shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Contractor's ability to meet the completion dates or schedules of this Agreement. If the County instructs in writing, the Contractor shall suspend work on that portion of the project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue a Change Order for changes, or a contract change order, if the original contract is to be changed or amended the Contractor shall not commence work on any such change until such written change order has been issued and signed by each of the parties.

ARTICLE 32 – FLORIDA LAW & VENUE

This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce this Agreement shall be held in St. Johns County, Florida.

ARTICLE 33 – ARBITRATION

The County shall not be obligated to arbitrate or permit any arbitration binding on the County under any of the Contract Documents or in connection with the project in any manner whatsoever.

ARTICLE 34 - NOTICES

All notices required in this Agreement shall be sent by certified mail, return receipt requested, and if sent to the County shall be mailed to:

St. Johns County Purchasing Department
Attn: Jaime Locklear, MPA, CPPB, FCCM, Purchasing Manager
500 San Sebastian View
St. Augustine, FL 32084

and if sent to the Contractor shall be mailed to:

St. Johns County Council on Aging, Inc
Attn: Ms. Rebecca Yanni, Executive Director
180 Marine Street
St. Augustine, FL 32084

ARTICLE 35 - HEADINGS

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Agreement, or affect its meaning, construction or effect.

ARTICLE 36 –PUBLIC RECORDS

A. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.

B. In accordance with Florida law, to the extent that Contractor's performance under this Contract constitutes an act on behalf of the County, Contractor shall comply with all requirements of Florida's public records law. Specifically, if Contractor is expressly authorized, and acts on behalf of the County under this Agreement, Contractor shall:

- (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
- (2) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- (3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of this Agreement and following completion of this Agreement if the Contractor does not transfer the records to the County; and
- (4) Upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the Services.

If the Contractor transfers all public records to the County upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.

Failure by the Contractor to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 500 San Sebastian View, St. Augustine, FL 32084, (904) 209-0805, publicrecords@sjcfl.us

ARTICLE 37 – USE OF COUNTY LOGO

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval St. Johns County, Florida.

ARTICLE 38 – SURVIVAL

It is explicitly noted that the following provisions of this Agreement, to the extent necessary, shall survive any suspension, termination, cancellation, revocation, and/or non-renewal of this Agreement, and therefore shall be both applicable and enforceable beyond any suspension, termination, cancellation, revocation, and/or non-renewal: (1) Truth-in-Negotiation; (2) Federal and State Taxes; (3) Insurance; (4) Indemnification; (5) Access and Audits; (6) Enforcement Costs; and (7) Access to Records.

ARTICLE 39 – AUTHORITY TO EXECUTE

Each party represents that it has the lawful authority to enter into this Agreement and has authorized the execution of this Agreement by the party's authorized representative shown below.

RFP No: 18-25; Operation and Management of Community Centers
Master Contract No: _____

IN WITNESS WHEREOF, authorized representatives of the County and Contractor have executed this Contract Agreement on the day and year below noted.

COUNTY:

St. Johns County, FL
County Name

By: _____
Signature - County Representative

Jaime T. Locklear, MPA, CPPB, FCCM
Printed Name – County Representative

Purchasing Manager
Printed Title – County Representative

Date of Execution

ATTEST:
ST. JOHNS COUNTY, FL
CLERK OF COURT

Deputy Clerk

Date of Execution

LEGALLY SUFFICIENT

Deputy County Attorney

Date of Execution

CONTRACTOR:

St. Johns County Council on Aging
Company Name

Signature of Contractor Representative

Printed Name – Contractor Representative

Printed Title – Contractor Representative

Date of Execution

RFP No: 18-25; Operation and Management of Community Centers

Master Contract No: _____

Exhibit "B" SCOPE OF SERVICES

A. General Information:

St. Johns County is soliciting responses from qualified and experienced firms to provide programs and senior services at two community centers located in St. Johns County. Senior centers serve as critical community focal points for older adults, offering a variety of activities that respond to the diverse needs and interests of their community and include, but are not limited to, nutrition programs, health and wellness services, fitness activities, information and assistance to community resources, and a variety of educational and cultural opportunities.

B. Required Program Components

The awarded firm must provide outreach to the community and at a minimum, offer one (1) program from each category listed below for a total of at least three (3) programs per month; each month, either directly or in partnership with another agency or program.

1. Health Promotion, Wellness, and Fitness

Educate, support and provide opportunities for people to make choices to improve health, well-being and fitness. Examples include health screening (blood pressure, blood glucose checks), health education, exercise classes designed for older adults, foot care, and training to self-manage chronic conditions.

2. Education, Recreation, Socialization, and Personal Growth

Scheduled activities or opportunities led by paid staff that are designed to build relationships among clients, teach new skills, and/or enhance and use participants' skills. Examples include guest lecturers, cultural activities, computer classes, card and board games, crafts, dances, classes/workshops, trips/excursions, volunteer programs, and leadership development programs.

3. Social Services

Social service assistance provided by a qualified staff member or volunteer. Examples include, but are not limited to: providing information to help clients access services; providing information on public benefits programs (food stamps, Medicare, Supplemental Security Income, emergency assistance); helping clients fill out insurance, benefit, or entitlement eligibility forms and applications; and connecting clients to resources.

C. Hours of Operation

At a minimum, each Center shall be open and accessible to patrons during the hours of operation provided below. Any changes to this schedule shall be approved by the County prior to the implementation of any change.

1. Trout Creek Community Center, 6795 Collier Road, Orangedale, FL 32092.

Hours of Operation: Monday, Wednesday, and Friday 8 a.m.-1 p.m.

2. The Players Community Senior Center, 175 Landrum Lane, Ponte Vedra, FL 32082

Hours of Operation: Monday 8 a.m.-noon

Tuesday, Wednesday, Thursday 8 a.m.-3 p.m.

Friday noon- 4 p.m.

D. Transportation

The awarded firm shall be required to provide transportation for patrons living within a twenty (20) mile radius of each facility during hours of operation on days that meals are served: Trout Creek Center: Monday, Wednesday and Friday 8 a.m. -1 p.m.; The Players Community Senior Center: Tuesday, Wednesday, Thursday 8 a.m. - 3 p.m. Transportation shall be made available with the use of a at least two (2) handicap accessible buses. The provider shall be responsible for providing and maintaining a registration process for interested passengers. By submitting a proposal in response to the RFP of which this Scope of Service is a part, the Contractor acknowledges that the Contract will require adherence to all federal and state standards which govern its drivers. By submitting a proposal Contractor further acknowledges that all driver hiring, pre-qualifications, testing, and training shall be in accordance with applicable state and federal requirements, in addition to the requirements specified in this section. All drivers

must maintain a bi-annual FDOT physical examination and have pre-employment, post-accident/incident, for cause, and random drug and alcohol testing, by a County approved testing facility; the statistical results of which shall be reported to the County. Before hiring or assigning a driver to service the Contractor shall conduct or have conducted a Level II background check based on the driver's social security number. No driver shall be hired or assigned to the Agreement if a violation of Section 435.04, Florida Statutes, would occur. Proof of satisfactory completion of a physical examination and drug test of each driver shall be maintained in a driver file, along with other information as may be required by the County, at the Contractor's operating facility. Contractor agrees to maintain a file on each driver that includes copies of their annual motor vehicle records check, record of complaints, commendations and accident/incident reports, and documentation of training completed. In compliance with the Florida Department of Transportation, Contractor agrees to maintain a separate confidential physical and drug screen file.

- Drivers shall be expected to assist disabled, elderly, and other special need passengers in boarding/exiting the bus as necessary.
- Drivers shall not discuss aspects of the operations and vehicle maintenance with passengers which may be construed to be undermining the system operation.
- Drivers must be properly licensed in the State of Florida to provide this type of service.
- Possess a safe driving record;
- Have received no more than two (2) moving violations within the last three (3) years prior to application for this program;
- Have received no more than one (1) moving violation within the last twelve (12) months;
- Have three (3) full subsequent years with no violations, if license has ever been revoked;
- All drivers must complete Contractor's formal training program and be licensed with a valid Florida Class B Operator's License with proper endorsements prior to entering revenue service;

E. Food Service

At a minimum, the provider shall be required to provide a lunchtime meal on the following days: Trout Creek Center: Monday, Wednesday and Friday; The Players Community Senior Center: Tuesday, Wednesday, Thursday.

All meals and menu items shall be designed in accordance with the nutritional guidelines and the health and safety standards and regulations of the Food & Nutrition Board, USDA and the U.S. Department of Health and Human Services. All meals shall be prepared onsite and be ready for serving at 11:45a.m. for a congregate meal.

The provider shall be responsible for hiring sufficient staff to provide the required food service. All staff shall be required to obtain and maintain throughout the duration of the contract, any and all certifications required for performing food preparation services, in accordance with Chapter 509, Florida Statutes, and all other applicable federal, state, and local, regulations, laws and codes.

F. Onsite Kitchen and Equipment

The County has provided the following equipment in each community center kitchen. This equipment may be used by the provider, but remains the property of the County. The provider shall be required to furnish any and all other equipment necessary to provide the services required by this contract.

The Players Community Senior Center kitchen is available for meal preparation and is equipped with the following equipment:

- 2 steel prep stations 1 with a sink
- Triple freezer
- Hand washing station
- Dishwasher, dish washing station
- Triple sinks
- Large walk in cooler
- Commercial Grade gas stove
- Commercial grade tilt steamer
- Microwave
- Triple Over
- Baking rack oven
- Warming Station

The Trout Creek Community Center kitchen is available for meal preparation and is equipped with the following equipment:

- Residential electric oven
- Warming station
- Hand washing station
- Triple sink
- Stainless steel prep racks



St. Johns County Board of County Commissioners

Purchasing Division

NOTICE OF INTENT TO AWARD

May 29, 2018

RE: RFP No. 18-25; Operation and Management of Community Centers

Please be advised, that the Purchasing Department of St. Johns County is issuing this notice of its Intent to Award a contract, after successful negotiations, to St. Johns County Council on Aging (SJCCOA) as the recommended firm under RFP No. 18-25; Operation and Management of Community Centers. This notice will remain posted on the **St. Johns County Purchasing Department bulletin board** until 12:00 P.M., Friday, June 1, 2018.

Any person (including any bidder or proposer) who is, or claims to be, adversely affected by the County's decision or proposed decision shall file a written Notice of Protest with the Purchasing Department of St. Johns County within 72 hours after the posting of the notice of decision or proposed decision. Failure to file a Notice of Protest within the time prescribed in Section 304.10 of the St. Johns County Purchasing Manual (the Bid Protest Procedure), or failure to post the bond or other security required by the County within the time allowed for filing a bond, shall constitute a waiver of proceedings and a waiver of the right to protest. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County Purchasing Manual are incorporated herein by reference and are fully binding.

Should the Purchasing Department receive no protests in response to this notice, an agenda item will be submitted to the St. Johns County Board of County Commissioners for their consideration and subsequent approval to enter into negotiations.

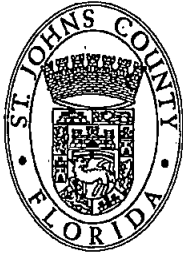
Please forward all correspondence, requests or inquiries directly to Travis Hembree, Procurement Coordinator, at thembree@sjcfl.us.

Sincerely,
St. Johns County
Board of County Commissioners


County Representative Signature

Leigh A. Daniels, CPPB, Procurement Supervisor
Name & Title (Printed)

Date: 5/29/18



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Billy Zeits, Asst. Director, Parks and Recreation
FROM: Travis Hembree, Procurement Coordinator
SUBJECT: RFP 18-25 Operation and Mgmt. of Community Centers
DATE: May 11, 2018

Attached please find a copy of the RFP Proposal for your file, only one proposal was received in response to this RFP.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return to my attention as soon as possible.

Please let me know if I can assist your department in any other way.

Dept. Approval 0079
Date 5/17/18
Budget Amount \$150,000.00
Account Funding Title 0079-53120 ↗
Funding Charge Code Programming ↘
Award to Cancel on Aging
Award Amount Willu

PART VII:- ATTACHMENTS/FORMS

RFP NO: 18-25 Operation and Management of Community Centers

COVER PAGE

SUBMIT ONE (1) ORIGINAL HARD COPY & ONE (1) EXACT ELECTRONIC PDF COPY ON USB DRIVE IN A SEALED ENVELOPE OR CONTAINER TO:

**PURCHASING DEPARTMENT
ST. JOHNS COUNTY
500 SAN SEBASTIAN VIEW
ST. AUGUSTINE FLORIDA 32084
ATTN: April Johnston, Procurement Coordinator**

COMPANY NAME: St. Johns County Council on Aging

COMPANY CONTACT: Patricia O'Connell

PHONE NUMBER: 904-209-3661

EMAIL ADDRESS: poconnell@stjohnscoa.com

DATE: 5-2-2018



St. Johns County

Council On Aging

180 Marine Street, St. Augustine, FL 32084
904-209-3700 Fax: 904-209-3654

May 2, 2018

April Johnston, Procurement Coordinator
SJC Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084

Dear Mrs. Johnston,

St. Johns County Council on Aging (SJCCOA) respectfully submits this proposal in response to RFP NO: 18-25, Operation and Management of Community Centers. SJCCOA is a qualified and experienced non-profit organization currently providing programs and senior services at senior centers in St. Johns County.

Statement of Understanding

SJCCOA understands the scope of services outlined in the request for proposal for the operation and management of the senior programs and services at the Trout Creek Community Center, 6795 Collier Road, Orangedale, FL 32092 and THE PLAYERS Community Senior Center, 175 Landrum Lane, Ponte Vedra, FL 32082. Our understanding of the scope of services encompasses the following: general information; required program components; hours of operation; transportation requirements; food service requirements; and available kitchens and equipment. SJCCOA also understands the necessary contract requirements including: contract agreement and terms; insurance requirements; indemnification; licenses, permits and fees; governing laws and regulations; termination of contract; use of sub-contractors; and background screening requirements.

Company Profile

The St. Johns County Council on Aging (SJCCOA), was established in 1973, by a group of community leaders that recognized the need in our community for programs and services to help and support elders as they aged. It started very simply with lunch and activities for about thirty people and just one Meals on Wheels route for approximately five home-bound seniors. Today, under the SJCCOA agency umbrella, there are fifteen different programs designed to serve the various needs of the 58,758 county residents over the age of sixty. These programs are: the Coastal Community Center Wellness & Nutrition Program; River House Life Long Learning Center; Trout Creek Senior Community Center Senior Program; The PLAYERS Community Senior Center program; Hastings Senior Nutrition and Activities Program; Meals On Wheels; Independent Living Services; Coastal Home Care; Care Connection; Sunshine Center Therapeutic Adult Day Center; Integrative Memory Enhancement Program; Sunshine Bus



A private 501 (c) (3) non-profit Corporation funded by the Federal Older Americans Act, State General Revenue through the Florida Department of Elder Affairs, Northeast Florida Area Agency on Aging, St. Johns County Board of County Commissioners, and the United Way Of St. Johns County.



Company; COA Para-Transit Transportation; River House Events; and River House Café. During 2017, more than 5,000 elders benefited from one or more of these programs.

SJCCOA is a not-for-profit 501c3 corporation. The organization structure is headed by an Executive Director that answers to a fifteen member Board of Directors. All subsequent authority flows from the Executive Director. The operation and management of the proposed senior center programs are under the direction of the Director of Programs and are managed by the Senior Centers Program Manager. (See Organizational Chart) The agency operating budget for 2017 was \$7,643,982.00. Funding for the agency's programs comes from a variety of sources including: State of Florida General Revenue funds and Federal Older Americans Act funds provided through the Florida Department of Elder Affairs; grants through the Florida Department of Transportation and the Federal Department of Transportation; contracts with the St. Johns County Board of County Commissioners; grants from the United Way of Northeast Florida; River House Events (rental fees); fees for services; membership dues; private grants; fundraisers; and private donations.

Today, the SJCCOA is among 120 senior center programs, out of more than 11,000, in the United States to be accredited by the National Council on Aging/National Institute of Senior Centers. County elders are currently served on four campuses and are offered over 250 programs and activities at senior centers every week.

Company Staff Organization Chart
Chart provided following this letter.

Description of Recruiting and Staffing

SJCCOA is currently contracted, with the St Johns County Board of County Commissioners, to provide the operation and management of the locations detailed in this proposal through May 30, 2018. SJCCOA currently has staff in place for all positions we outline in this proposal that are necessary to provide the scope of work. Therefore, no additional staffing and recruiting activities will be necessary at this time. However, the following is the SJCCOA Policy and Procedure for hiring agency staff.

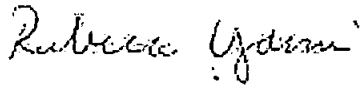
St. Johns County Council on Aging (SJCCOA) is an equal opportunity employer. All employment actions are taken without regard to race, religion, national origin, color, sex, marital status, age, disability, or genetics. SJCCOA selects the best and most fully qualified applicants for position vacancies in keeping with its Equal Opportunity policy. Position vacancies are advertised through the Human Resources Department and are posted both internally and externally. External postings are via employment search services, i.e. Indeed. Applicants may respond to advertisement via email or apply in person at the agency's administration office.

SJCCOA values its employees and as such may advertise for vacant positions internally prior to seeking applicant interest from outside sources. Regular status part-time and full-time employees may apply for internally advertised positions for which they are qualified and interested. Employees in a probationary status (initial or otherwise) are not eligible to apply for advertised positions. Employees must meet the requirements of the job description, be capable

of performing the essential functions of the job (with or without a reasonable accommodation), have a satisfactory work record, and not be in a probationary status to apply for an advertised vacancy. The Executive Director reserves the right to hire or promote individuals to vacancies without posting the position, if it is in the best interest of the agency. The St. Johns County Council on Aging Board of Directors hires the agency's Executive Director.

Thank you for the opportunity to present this proposal.

Sincerely,

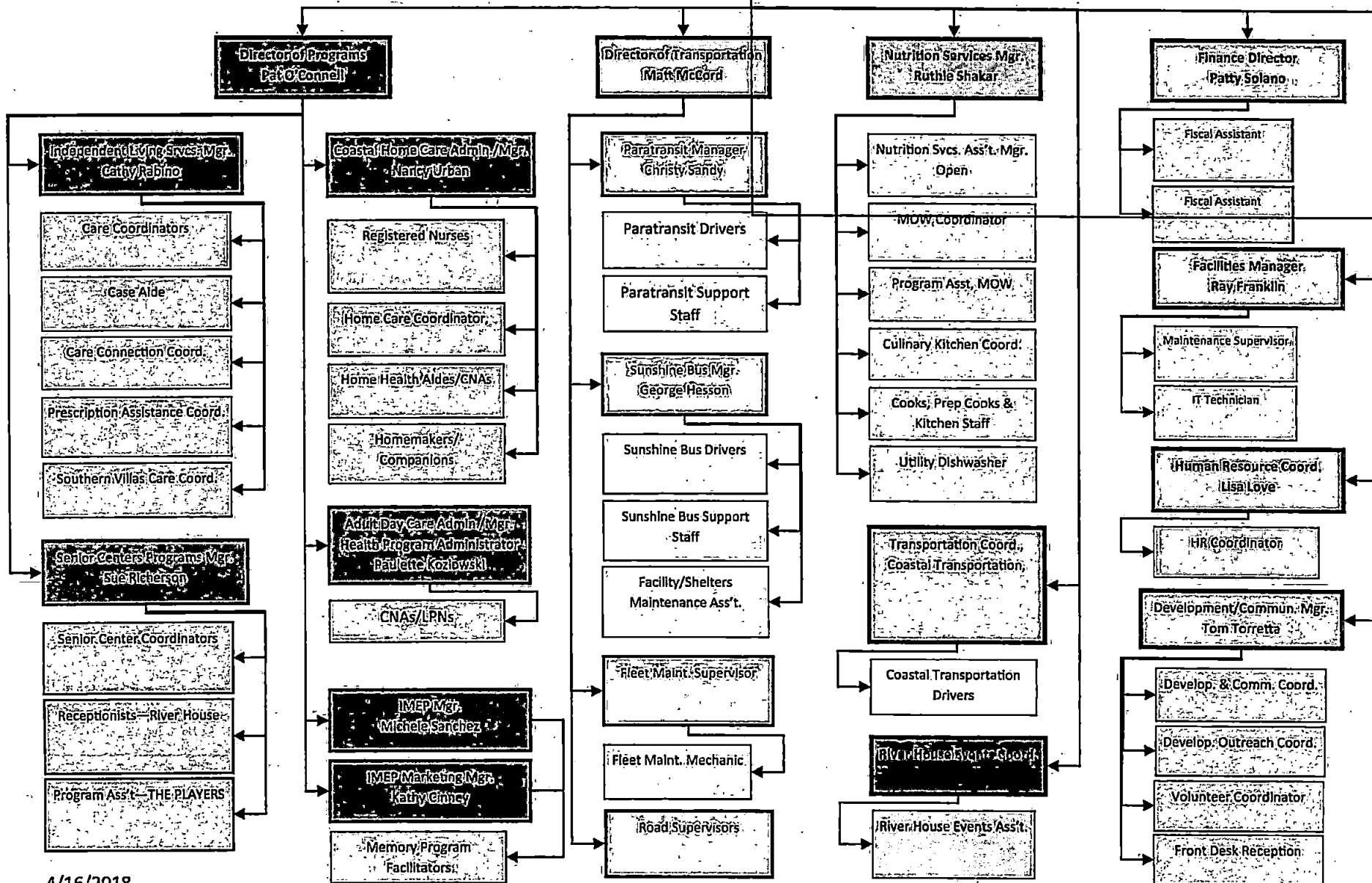
A handwritten signature in cursive script that reads "Rebecca Gianni".

Rebecca Gianni
Executive Director
St. Johns County Council on Aging

St Johns County Council on Aging Organizational Chart



Becky Yanni
Executive Director



Section 3: Qualifications of Company and Staff

Senior centers are places where older adults can access a range of activities and services to improve their health, well-being, and independence, and where people of all ages can actively engage in their community. St. Johns County Council on Aging (SJCCOA) has provided a senior center with these programs and services in central St. Johns County since 1973. Between 2000 and 2016, SJCCOA opened additional centers to benefit seniors throughout the county (Trout Creek Community Center Senior Program-2000, Ponte Vedra Senior Center Program-2004 to 2007, THE PLAYERS Community Senior Center-2007, River House-2010 and Hastings Senior Center Program-2016). Thanks to a variety of funding sources, community partners, dedicated SJCCOA staff and generous volunteers, seniors in every region of our county now have access to a senior center program. Over the entire timeframe from 1973 to the present, SJCCOA has been the sole managing agency for these centers and programs. Our scope of services at these centers has always included: multiple offerings of health promotion, wellness and fitness; educational activities; recreational fun; group and individual socialization, personal growth opportunities and social services. SJCCOA is qualified and experienced in providing senior programs and services, open to the general public, during the designated days and hours at The Trout Creek Community Center and The Players Community Senior Center. Transportation is currently provided at both centers based on the criteria set forth in the request for proposal scope of work. Meals are prepared on site in accordance with the nutritional guidelines and the health and safety standards and regulations of the Food and Nutrition Board, USDA, and the Department of Health and Human Services. Menu development is supervised and authorized by a registered and licensed dietitian. Please see the included May 2018 activity and food calendars from The Trout Creek Community Center and THE PLAYERS Community Senior Center. A hard copy of the calendars are available to individuals visiting or participating at the centers and an electronic version is available to the community at large by accessing the SJCCOA website, <http://www.coasjc.org/>.

All SJCCOA drivers are hired, pre-qualified, tested, and trained in accordance with applicable state and federal requirements in addition to the requirements specified in the request for proposal. Comprehensive requirement records are maintained on all drivers and are available for review upon request. Drivers are assigned to transportation at the centers based on the driver pool and availability.

SJCCOA performs Level II background screening on all staff in accordance with Chapter 435.06 of the Florida Statutes. Volunteers utilized at the centers undergo either Level I or Level II background screening in accordance with this same statute. Records are maintained on all staff and volunteers and are available for review upon request.

Included are the following documents as evidence that the agency and staff is properly licensed and qualified to perform the work:

- May 2018 Trout Creek Community Center Calendar and Menu
- May 2018 THE PLAYERS Community Senior Center Calendar and Menu
- The 2017/2018 St. Johns County Local Business Tax Receipt
- The 2017/2018 State of Florida Department of Health Sanitation Certificate for THE PLAYERS Community Senior Center
- The 2017/2018 State of Florida Department of Health Sanitation Certificate for the Trout Creek Community Center
- The current required National Registry of Food Safety Professionals Certification for the SJCCOA Nutrition Services Manager (Assistant Food Service Manager hired April 23, 2018 must complete certification training within 90 days of hire. This training is scheduled at this time)
- The current State of Florida Department of Health, Division of Medical Quality Assurance Dietitian/Nutritionist License
- The current Registered Dietitian Nutritionist Certification from the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics
- Student List of the Heartsaver CPR AED Training Class from May 2, 2018 (evidence of compliance for minimum of one on site personnel per facility) (Certifications will arrive within 30 days at individual email accounts for each person trained. Certifications will be available upon request after that time.)
- List of Sub-Contractors

MAY 2018
SPECIAL EVENTS
MONDAY

WEDNESDAY

TROUT CREEK SENIOR CENTER
 6795 COLLIER ROAD • ORANGEDALE, FL 32092
 SENIOR CENTER COORDINATOR • CLARISE • (904) 522-1611
FRIDAY

The state we are celebrating is
Arkansas



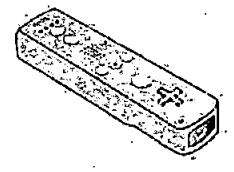
2
PODIATRIST



4
The Coconuts

COA
 Council On Aging

7
Wii



9
Walking Club



11
BUNKO



VISION STATEMENT
 "To provide the opportunity for every person in St. Johns County to enjoy wellness, longevity and quality of life choices within a strong, healthy community."

14
TRIVIA

16
Humana

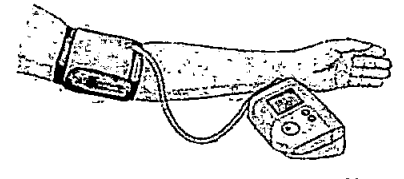
18
Arts and Crafts



21
Country Music



23
Book Club



25
Alice & Wonderland Tea Party



28
 We will be closed for Memorial Day

30
Wacky Waffle Wednesday



EVERYDAY EVENTS

MONDAY 10:30-12:00

WEDNESDAY 10:30-12:00

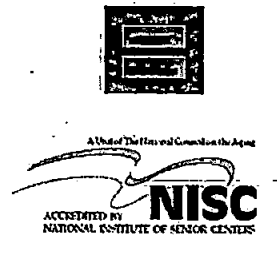
FRIDAY

- Stretching with Glo
- Line Dancing with Joyce
- Wii
- Trivia
- UF Speaker

- Blood Pressure Checks
- "The Troubadours"
- Walking Club

12:30 Bingo for Prizes

The Council on Aging is a private non-profit corporation funded in part by the Federal Older Americans Act, State General Revenue through the Florida Department of Elder Affairs, Northeast Florida Area Agency on Aging, Elder Source, St. Johns County Board of County Commissioners, United Way of St. Johns County, and the St. Johns County Department of Parks and Recreation.



May 2018 Menu

Trout Creek Senior Program

(904) 522-1611

Please call by noon the day before to schedule or cancel a reservation

MONDAY

7
Baked Chicken, Southern Greens,
Black-eyed Peas, Yellow Rice, and
Whole Wheat Dinner Roll

14
Three Cheese Baked Marconi,
Sautéed Spinach, and Stewed
Tomatoes

21
Country Fried Steak w/ Mashed
Potatoes, Gravy, Carrot Coins, and
Dinner Roll

28
*We will be closed for
Memorial Day*

WEDNESDAY

2
Baked Ziti,
Steamed Broccoli, and Garlic Toast

9
Roasted Turkey & Cheese On Whole
Wheat Bread, Lettuce, Tomato, Pickle,
and Carrot & Raisin Salad

16
Home-Style Beef Stew w/
Baby Lima Beans,
Baked Apples, and Biscuit

23
Chicken Salad on a bed of Crisp
Lettuce, Tomatoes, Shreds of
Carrots, and Whole Wheat Crackers

30
Baked Ham w/Steamed Cabbage,
Fresh Sweet Potato, and Dinner
Roll

FRIDAY

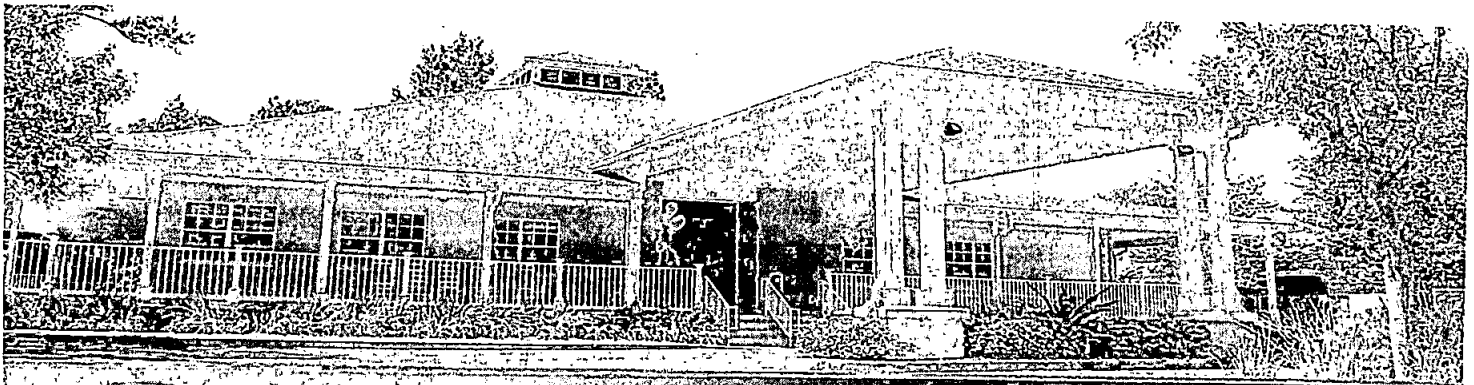
4
Chicken Taco Salad,
Lettuce, Tomato, Black Beans,
Spanish Rice, and Tortilla Chips

11
Pot Roast,
Mashed Potatoes, Gravy, California
Vegetable Medley, and Dinner Roll

18
Fresh Baked Pizza Topped with
Pepperoni, Peppers, Mushrooms,
Onion, and House Salad

25
All Beef Hot Dog,
Creamy Cole Slaw, and Baked
Beans

Each meal includes fruit and low-fat milk. St. Johns County Council on Aging, a private non-profit corporation funded by the Federal Older Americans Act, State General Revenue through the Florida Department of Elder Affairs, Northeast Florida Area Agency on Aging, ElderSource, St. Johns County Board of County Commissioners, and the United Way of St. Johns County.



THE PLAYERS COMMUNITY SENIOR CENTER

May 2018

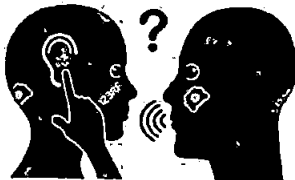
The HUG Dr. is in the House
Tuesday May 1st, at 11:00
Ageing with a Better Attitude

Don Minard Plays for Cinco De Mayo
Thursday May 3rd, at 11:00
Come Dressed and Festive!



Lawgrass Singers Perform
Tuesday May 8th, at 11:00
The singers are back!

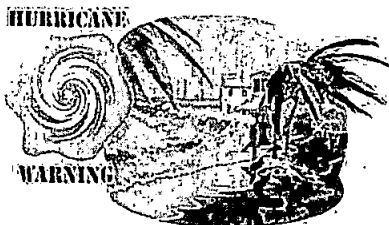
Erinni & Sarah Sing
Thursday May 10th, at 11:00
Erinni & Sarah delight us with their beautiful voices to celebrate Mother's Day.



Communication with Impaired People
Tuesday May 15th, at 11:00
Presented by Tasha Schoppee

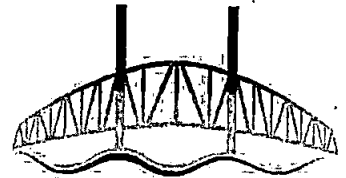
Empowering Choices presented by Community Hospice
Thursday May 17th, at 11:00
It's all about the Conversation.

Actively with EOC Presents Hurricane Preparedness
Tuesday May 22nd at 11:00
Are you prepared for the Next Hurricane?



Megan Wall discusses Predatory Lending
Thursday May 24th, at 11:00
The How and What to Look for.

Gary Couliette Sings to Honor our Fallen Tuesday May 29th, at 11:00
Bring in a photo of your favorite Vet to share memories.



St. Johns County Legal Aid

Welcome New- John Thomas Plays Jazz
Thursday May 31st, at 11:00
Drift away to the smooth sounds of Jazz.

Reminders and Save the Date

Active Shooter Safety Training
Thursday June 14th, at 11:00
Sargent Jim Priester Gives tips on what to do



Celebrate Dad's With Don Minard
Tuesday June 19th, at 11:00
Rock Your Heart Out to Don!

Please make reservations for lunches 24 hours in advance. We advance order food based on the count for each event. Make sure you are on the reservations list. You can always cancel if you can't make it!

VISION STATEMENT

"To promote the opportunity for every person in St. Johns County to enjoy wellness, longevity and quality of life choices within a strong, healthy community."



Exercise Programs

Monday

Chair Yoga w/ Alison 10:30 \$0/\$3

Tuesday

Easy Exercise w/Betty 10:00 C
Walking Club w/Betty 10:30 C

Wednesday

Chair Yoga w/Alison at 9:30 \$0/\$3
NEW: Positive Mind & Body Yoga
w/ Susan 1:00 \$0/\$3
(bring your mat)

Thursday

Tai Chi w/ Dennis 10:00 \$0/\$3

Friday

Tai Chi w/ Dennis 12:00 \$0/\$3

Senior Center Hours

Monday's - 8:00 a.m.—12:00 p.m.

Tuesday's, Wednesday's & Thursday's
8:00a.m. —4:00p.m.

Friday's -12:00—4:00p.m.

Library and Computer Lab are
Available during business hours

Lunch is served at 12:00 p.m. on
Tuesdays & Thursdays and
Reservations are required

Call (904) 280-3233

*THE PLAYERS Community Senior
Center now serves delicious hot oatmeal,
with all the toppings for \$1, on Tuesday
and Thursdays only.*

MONDAY	TUESDAY
<p>Pricing: Member/Non-Member \$ Example: \$0/\$3</p> <p>C = Complimentary *** = Special Pricing</p>	<p>9:00-12:00 Social Bridge \$0/\$3 10:00-11:00 Easy Exercise with Betty C 10:00-11:00 Current Issues Group C 10:30-3:00 Hand & Foot Canasta \$0/\$3 10:30 Walking Club C 1:00-2:00 Bingo (\$.25 per card) 1:45 15 Minute Chair Massages by Dennis (first come, first serve) C</p>
<p>10:30-11:30 Chair Yoga with Alison \$0/\$3</p>	<p>9:00-12:00 Social Bridge \$0/\$3 10:00-11:00 Easy Exercise with Betty C 10:00-11:00 Current Issues Group C 10:30-3:00 Hand & Foot Canasta \$0/\$3 10:30 Walking Club C 1:00-2:00 Bingo (\$.25 per card) 1:45 15 Minute Chair Massages by Dennis (first come, first serve) C</p>
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<p>THE PLAYERS will be closed for Memorial Day</p>	<p>9:00-12:00 Social Bridge \$0/\$3 10:00-11:00 Easy Exercise with Betty C 10:00-11:00 Current Issues Group C 10:30-3:00 Hand & Foot Canasta \$0/\$3 10:30 Walking Club C 1:00-2:00 Bingo (\$.25 per card) 1:45 15 Minute Chair Massages by Dennis (first come, first serve) C Memorial Day with Gary Couliette</p>

WEDNESDAY	THURSDAY	FRIDAY
00-12:00 Intermediate Bridge \$0/\$3 00-11:45 Senior Social Hour C 30-11:30 Mahjong—Carmen \$0/\$3 30-10:30 Chair Yoga w/ Alison \$0/\$3 00-12:00 Acrylic Painting *** 1:00 Wacky Wednesday Movie & Boxed Lunch \$3 00 Positive Mind & Body Yoga \$0/\$3	9:00-12:00 Pinochle \$0/\$3 9:00-10:00 ESOL Classes C 9:00 <i>Connect Hearing</i> 9:15-10:00 Book Club C 9:30-10:30 Wii Bowling C 10:00-11:00 Tai Chi \$0/\$3 10:30-3:00 Hand & Foot Canasta \$0/\$3 11:00 Cinco De Mayo Celebration 1:00-2:00 Bingo (\$.25 per card)	12:00-1:00 Tai Chi \$0/\$3 12:30 Duplicate Bridge— <i>Bring a Partner</i> \$0/\$3
00-12:00 Intermediate Bridge \$0/\$3 00-11:45 Senior Social Hour C 30-11:30 Mahjong—Carmen \$0/\$3 30-10:30 Chair Yoga w/ Alison \$0/\$3 00-12:00 Acrylic Painting *** 00 Positive Mind & Body Yoga \$0/\$3	9:00-12:00 Pinochle \$0/\$3 9:00-10:00 ESOL Classes C 9:15-10:00 Book Club C No Wii Bowling C 10:00-11:00 Tai Chi \$0/\$3 10:30-3:00 Hand & Foot Canasta \$0/\$3 11:00 Jenni & Sarah Sing 1:00-2:00 Bingo (\$.25 per card)	12:00-1:00 Tai Chi \$0/\$3 12:30 Duplicate Bridge— <i>Bring a Partner</i> \$0/\$3
00-12:00 Intermediate Bridge \$0/\$3 00-11:45 Senior Social Hour C 30-11:30 Mahjong—Carmen \$0/\$3 30-10:30 Chair Yoga w/ Alison \$0/\$3 00-12:00 Acrylic Painting *** 1:00 Wacky Wednesday Movie & Boxed Lunch \$3 00 Positive Mind & Body Yoga \$0/\$3	9:00-12:00 Pinochle \$0/\$3 9:00-10:00 ESOL Classes C 9:15-10:00 Book Club C 9:30-10:30 Wii Bowling C 10:00-11:00 Tai Chi \$0/\$3 10:30-3:00 Hand & Foot Canasta \$0/\$3 1:00-2:00 Bingo (\$.25 per card)	12:00-1:00 Tai Chi \$0/\$3 12:30 Duplicate Bridge— <i>Bring a Partner</i> \$0/\$3
00-12:00 Intermediate Bridge \$0/\$3 00-11:45 Senior Social Hour C 30-11:30 Mahjong—Carmen \$0/\$3 30-10:30 Chair Yoga w/ Alison \$0/\$3 00-12:00 Acrylic Painting *** 1:00 Adult Coloring for Relaxation C 00 Positive Mind & Body Yoga \$0/\$3	9:00-12:00 Pinochle \$0/\$3 9:00-10:00 ESOL Classes C 9:15-10:00 Book Club C 9:30-10:30 Wii Bowling C 10:00-11:00 Tai Chi \$0/\$3 10:30-3:00 Hand & Foot Canasta \$0/\$3 11:00 "Exploitation of the Elderly & Disabled with Megan Wall" 1:00-2:00 Bingo (\$.25 per card)	12:00-1:00 Tai Chi \$0/\$3 12:30 Duplicate Bridge— <i>Bring a Partner</i> \$0/\$3
00-12:00 Intermediate Bridge \$0/\$3 00-11:45 Senior Social Hour C 30-11:30 Mahjong—Carmen \$0/\$3 30-10:30 Chair Yoga w/ Alison \$0/\$3 00-12:00 Acrylic Painting *** 00 Positive Mind & Body Yoga \$0/\$3	9:00-12:00 Pinochle \$0/\$3 9:00-10:00 ESOL Classes C 9:15-10:00 Book Club C 9:30-10:30 Wii Bowling C 10:00-11:00 Tai Chi \$0/\$3 10:30-3:00 Hand & Foot Canasta \$0/\$3 11:00 Jazz w/ John Thomas 1:00-2:00 Bingo (\$.25 per card)	<h1 style="text-align: center;">MAY</h1> <h1 style="text-align: center;">2018</h1>

New Programs

Mahjong Instructor Carmen Cuevas Teaches Beginners Wednesday at 9:30
(Fee is \$3 for nonmembers)

What makes Mahjong Unique?
"I find it to be a challenging card game although it's good for any type of person. Just don't give up! That's part of the challenge of it all. Second, is win and to win you have to have a Mahjong. Winning is a strategy and you have to have strategy to get there. Usually with Poker, Rummy or Hand and Foot,

it requires some luck. In Mahjong, you need to be smart about it."

What is Mahjong?

Mahjong is a tile-based game which was developed in China since the Qing dynasty and has further developed throughout the world since the early 20th century. At the Community Senior Center, we play and Americanized version of this game. First timers are encouraged to join and will be sat with other new players and an instructor.

The Spotlight



Drama ensued at the THE PLAYERS Community Center when the Vintage Players entered the stage with some fun skits and performances. The audience was delighted with the comedic troop which parodied senior living with a fun and theatrical show.

SENIOR CENTER COORDINATOR ♦ DANIELLE JOHNSON ♦ 904.280.3233 ♦ DJOHNSON@STJOHNSCOA.COM
PROGRAM ASSISTANT ♦ AMBER LAKE ♦ 904.280.3233 ♦ ALAKE@STJOHNSCOA.COM

THE PLAYERS COMMUNITY SENIOR CENTER

175 LANDRUM LANE

PONTE VEDRA BEACH, FL 32082

904 ♦ 280 ♦ 3233

www.coasjc.com

COA
Council On Aging



THE PLAYERS ACTIVITY MEMBERSHIPS

ANNUAL INDIVIDUAL \$100
ANNUAL HOUSEHOLD (2 PERSON) \$160
THREE MONTH \$35



WE ARE DELIGHTED THAT REPUBLIC SERVICES IS SPONSORING OUR SENIOR CENTER TO ENSURE CONTINUITY OF OUR PROGRAMS!

Recycling is good for our planet, our homes and our community senior center. Please help turn your recyclables into new products like newspaper, cardboard boxes, bottles, paper products and cans by using the recycling boxes in the dining room.

LUNCH IS SERVED
TUESDAYS AND
THURSDAYS AT 12:00 P.M.

Reservations required 36 hours in advance (4 days in advance for parties)

Please Call 280-3233

See Menu at
www.playerscommunityseniorcenter.com





THE PLAYERS COMMUNITY SENIOR CENTER

May 2018

280-3233

PLEASE CALL BY NOON THE DAY BEFORE TO SCHEDULE OR CANCEL A RESERVATION.

TUESDAY	THURSDAY
1st Herb Crusted Pork Loin, Potato Salad, Green Beans, and Dinner Roll	3rd Chef Salad w/ Turkey, Macaroni Salad, and Dinner Roll
8th Lemon Pepper Fillet of Fish, Squash Medley, Oven Roasted Potatoes, and Dinner Roll	10th BBQ Pork Sandwich w/ Baked Beans, and Cole Slaw
15th Oven Fried Chicken, Okra & Tomatoes, Great Northern Beans, and Dinner Roll	17th Baked Pork Chop, Mashed Potatoes & Mushroom Gravy, Steamed Broccoli, and Dinner Roll
22nd Roasted Turkey, Steamed Broccoli, Fresh Sweet Potato, and Dinner Roll	24th Spaghetti smothered in Italian Meat Sauce, Salad, and Garlic & Herb Toast
29th Chicken Fettuccine Alfredo, Green Beans, Baked Peaches, and Garlic & Herb Toast	31st Tuna Sandwich on Rye Bread, Lettuce, Tomato, and Signature Potato Salad

St. Johns County Council on Aging is a private non-profit corporation funded by the Federal Older Americans Act, State General Revenue through the Florida Department of Elder Affairs, Northeast Florida Area Agency on Aging, St. Johns County Board of County Commissioners, and the United Way of St. Johns County.

THIS RECEIPT IS ISSUED PURSUANT
TO COUNTY ORDINANCE 87-36

2017/2018 ST. JOHNS COUNTY LOCAL BUSINESS TAX RECEIPT

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

ACCOUNT 14701

EXPIRES September 30, 2018

TYPE OF BUSINESS 000275 MISC. PUBLIC SERV.

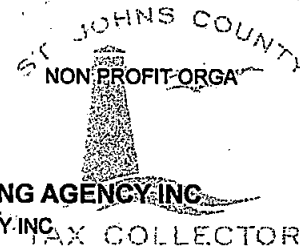
BUSINESS ADDRESS 180 MARINE STREET
ST. AUGUSTINE, FL 32084

BUSINESS NAME ST. JOHNS COUNTY COUNCIL ON AGING AGENCY INC
OWNER ST. JOHNS COUNTY COUNCIL ON AGING AGENCY INC
TAX COLLECTOR

MAILING ADDRESS 180 MARINE STREET
ST. AUGUSTINE, FL 32084

THIS FORM BECOMES A RECEIPT ONLY WHEN VALIDATED

PAID-1140956.0001-0001 151 07/17/2017 .00



X NEW BUSINESS	
TRANSFER	
ORIGINAL TAX	.00
AMOUNT	.00
PENALTY	.00
COLLECTION COST	
TOTAL	.00

DENNIS W. HOLLINGSWORTH
ST. JOHNS COUNTY TAX COLLECTOR

This receipt does not constitute a franchise, an agreement, or permission or authority to perform the services or operate the business described hereon when a franchise, agreement, or other county commission, state or federal permission of authority is required by county, state or federal law.



STATE OF FLORIDA
DEPARTMENT OF HEALTH
Sanitation Certificate

55-48-00227

55-BID-3564737

Food Hygiene - Civic Organization

Issued To: ST. JOHNS COUNCIL ON AGING -Players Senior Community
Center
175 Landrum Lane
Ponte Vedra. FL 32082

County: St. Johns
Amount Paid: \$190.00
Date Paid: 09/25/2017
Issued Date: 10/01/2017
Expires On: 09/30/2018

Mail To: St. Johns County Parks & Recreation
180 MARINE Street
Saint Augustine, FL 32084

Issued By:
Department of Health in St. Johns County
200 San Sebastian View
Saint Augustine, FL 32084

Owner: St. Johns County Parks & Recreation

Food Type: Full Service.

Seating Capacity (Max): 40.00[Restricted by Sewage Disposal Type: Septic
Tanks-(other individual system)]

Food Hygiene Restrictions (if applicable)

Single Service Only

Original Customer: ST. JOHNS COUNCIL ON AGING -Players Senior Community Center (NON-TRANSF

DISPLAY CERTIFICATE IN A CONSPICUOUS PLACE



STATE OF FLORIDA
DEPARTMENT OF HEALTH
Sanitation Certificate

55-48-00227

55-BID-3564737

Food Hygiene - Civic Organization

Issued To: ST. JOHNS COUNCIL ON AGING -Players Senior Community
Center
175 Landrum Lane
Ponte Vedra. FL 32082

County: St. Johns
Amount Paid: \$190.00
Date Paid: 09/25/2017
Issued Date: 10/01/2017
Expires On: 09/30/2018

Mail To: St. Johns County Parks & Recreation
180 MARINE Street
Saint Augustine, FL 32084

Issued By:
Department of Health in St. Johns County
200 San Sebastian View
Saint Augustine, FL 32084

Owner: St. Johns County Parks & Recreation



STATE OF FLORIDA
DEPARTMENT OF HEALTH
Sanitation Certificate

55-48-00162

55-BID-3564740

Food Hygiene - Civic Organization

Issued To: ST. JOHNS COUNTY COUNCIL ON AGING-TROUT CREEK
6795 COLLIER Road
Saint Augustine, FL 32092

County: St. Johns
Amount Paid: \$190.00
Date Paid: 09/25/2017
Issued Date: 10/01/2017
Expires On: 09/30/2018

Mail To: ST. JOHNS COUNTY RECREATION AND PARKS
180 MARINE Street
Saint Augustine, FL 32084

Issued By:
Department of Health in St. Johns County
200 San Sebastian View
Saint Augustine, FL 32084

Owner: ST. JOHNS COUNTY RECREATION AND PARKS

Food Type: Full Service

Seating Capacity (Max): 60.00 [Restricted by Sewage Disposal Type: Septic Tanks (Other individual system)]

Food Hygiene Restrictions (if applicable)

Original Customer: ST. JOHNS COUNTY COUNCIL ON AGING-TROUT CREEK (NON-TRANSFERABLE)

DISPLAY CERTIFICATE IN A CONSPICUOUS PLACE



STATE OF FLORIDA
DEPARTMENT OF HEALTH
Sanitation Certificate

55-48-00162

55-BID-3564740

Food Hygiene - Civic Organization

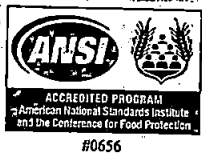
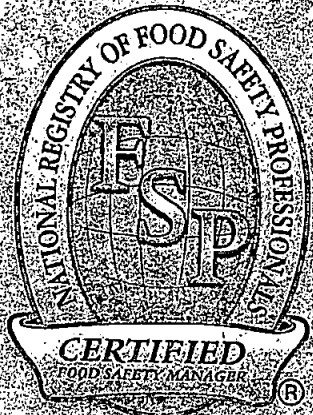
Issued To: ST. JOHNS COUNTY COUNCIL ON AGING-TROUT CREEK
6795 COLLIER Road
Saint Augustine, FL 32092

County: St. Johns
Amount Paid: \$190.00
Date Paid: 09/25/2017
Issued Date: 10/01/2017
Expires On: 09/30/2018

Mail To: ST. JOHNS COUNTY RECREATION AND PARKS
180 MARINE Street
Saint Augustine, FL 32084

Issued By:
Department of Health in St. Johns County
200 San Sebastian View
Saint Augustine, FL 32084

Owner: ST. JOHNS COUNTY RECREATION AND PARKS



7680 Universal Blvd., Suite 550, Orlando, FL 32819
P (800) 446-0257 F (407) 352-3603 www.NRFSP.com
National Registry of Food Safety Professionals®

NATIONAL REGISTRY OF FOOD SAFETY PROFESSIONALS®

CERTIFIES

RUTH SHAKAR

HAS SUCCESSFULLY SATISFIED THE REQUIREMENTS FOR THE
FOOD SAFETY MANAGER
UNDER THE
CONFERENCE FOR FOOD PROTECTION STANDARDS

PRESIDENT:

LAWRENCE J. LYNCH, CAE

ISSUE DATE: JANUARY 19, 2016
EXPIRATION DATE: JANUARY 19, 2021
CERTIFICATE NO: 21181042
TEST FORM: EXE54

This certificate is not valid for more than five years from date of issue.

AC#7649559

STATE OF FLORIDA
DEPARTMENT OF HEALTH
DIVISION OF MEDICAL QUALITY ASSURANCE

DATE	LICENSE NO.	CONTROL NO.
03/17/2017	ND 5074	33844

The DIETITIAN/NUTRITIONIST
named below has met all requirements of
the laws and rules of the state of Florida.
Expiration Date: **MAY 31, 2019**
LISA M HALL, MRS
264 SOUTHPARK CIRCLE EAST
ST AUGUSTINE, FL 32086

STATE OF FLORIDA
DEPARTMENT OF HEALTH
DIVISION OF MEDICAL QUALITY ASSURANCE

AC# 7649559

DATE	LICENSE NO.	CONTROL NO.
03/17/2017	ND 5074	33844

The DIETITIAN/NUTRITIONIST
named below has met all requirements of
the laws and rules of the state of Florida.

Expiration Date: **MAY 31, 2019**

LISA M HALL, MRS
Lisa M Hall

LICENSEE SIGNATURE

Rick Scott
Rick Scott
GOVERNOR

Celeste M. Phillip
Celeste M. Phillip, M.D., M.P.H.
Surgeon General and Secretary

DISPLAY IF REQUIRED BY LAW

LISA M HALL RD
#924093



**Commission
on Dietetic
Registration**

CDR certifies that
Lisa M Hall
has successfully completed
requirements for dietetic registration.

The credentialing agency for the
eat right. Academy of Nutrition
and Dietetics

Signature

Registered Dietitian™ (RD™)

Registered Dietitian
Nutritionist™ (RDN™)

Registration I.D. Number: 924093

Registration Payment Period:
09/01/2017 - 08/31/2018

Cileen Liccione MS, RDN, CSP, FAND
Chair, Commission on Dietetic Registration

COMMISSION ON DIETETIC REGISTRATION (CDR)

120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995







Telephone: 800/877-1600, ext 5500

Email: cdr@eatright.org

Website: www.cdrnet.org

Heartsaver® CPR AED - Wednesday, May 2, 2018 at 2:00 PM

Student List

	Student	Status	Codes	Phone	Action
1	Hartland, Leila leilahartland@comcast.net	Complete			
2	Richerson, Sue sricher247@gmail.com	Complete			
3	Cunningham, Clarise cunninghamclarise@gmail.com	Complete			
4	Vinson, Lorain vns653@gmail.com	Complete			
5	Johnson, Danielle daniellajohnson@gmail.com	Complete			
6	Peacock, Bonnie Sue bnpeac@hotmail.com	Complete			

Showing 1 to 6 of 6 entries
Showing 1 to 6 of 6 entries

Class Details

Course: Heartsaver® CPR AED

Instructor: Paulëtte Kozłowski

Location: St. Johns County Council on Aging Inc.

Options: Child CPR AED Infant CPR Written test

Start Time: 5/2/2018 at 2 00 PM

End Time: 5/2/2018 at 5 00 PM

Total Hours: 3

Assistants: Click to Select

Click to Select


Student/Manikin Ratio:

3:1

if applicable

Notes:

Documents:

BLS-5.2.18.pdf 

No file selected.

Instructor Signature:

I verify that this information is accurate and truthful and that the course was taught in accordance with AHA guidelines. All equipment utilized during the course was properly decontaminated in accordance with American Heart Association or manufacturer's standards. My signature is represented by my typed name below:

Paulette Kozlowski

List of Sub-Contractors
St. Johns County Council on Aging

The following is the only sub-contractor that we are currently using, or plan to use, to perform the scope of work outlined in the Request for Proposal RFP No: 18-25, Operation and Management of Community Centers

Lisa M. Hall Dietitian/Nutritionist
64 Miruela Avenue
St. Augustine, FL 32080
904-392-1030

Certification and License is included within Section 3 documentation.
Signed current sub-contractor agreement is included with resume in Section 4

Section 4:
Experience of Company and Staff
St. Johns County Council on Aging

St. Johns County Council on Aging (SJCCOA) has been coordinating the care of elders, providing home and community based services to maintain elders independently in their homes for 45 years. We have been the contracted provider of OAA Title III Services since 1973. We are diligent and maintain fidelity to the service and reporting standards that are set down by the Florida Department of Elder Affairs (DOEA).

The current SJCCOA administration has shown a proven capacity to provide comprehensive and accessible services to elders for the past seventeen years. The Northeast Florida Area Agency on Aging (ElderSource) is the entity assigned by the Department of Elder Affairs (DOEA) to conduct all programmatic, operational, and fiscal review of our state and federal programs. The following quote from our most recent review indicates the comprehensive nature of the review:

"ElderSource monitoring and review of SJCCOA programs included inquires of the SJCCOA staff, observation of practices, client visits, and an examination of selected records, satisfaction surveys, service vendor documentation and client files. The other areas reviewed included governance systems, service delivery, subcontract oversight, resource use, complaint and grievance procedures, and data integrity."

For the past nineteen years SJCCOA overall reviews have indicated that SJCCOA has been compliant with all aspects of our state and federal contracts. Our most recent monitoring report stated, *"The St Johns County Council on Aging is compliant in the implementation of programs and reporting requirements to ElderSource. ElderSource commends SJCCOA on its many initiatives in the community and efforts to continuously improve."*

SJCCOA's experience in administration and program management of federal, state, and county funds is extensive. Our yearly audit and contract monitoring reports in all areas have shown satisfactory ratings for many years. SJCCOA has also met the performance outcome measures for, and funds utilization of, a St Johns County Department of Health and Human Services (HHS) Grant contract for the past ten years.

SJCCOA has successfully provided all program components, food service and transportation requirements outlined in this request for proposal at the Trout Creek Community Center and THE PLAYERS Community Senior Center since the opening of the centers in 2001 and 2007 respectively. Under yearly contracts with the St. Johns County Board of County Commissioners, SJCCOA has provided places where older adults can access a range of activities and services to improve their health, well-being and independence, and where people of all ages can actively engage in their community.

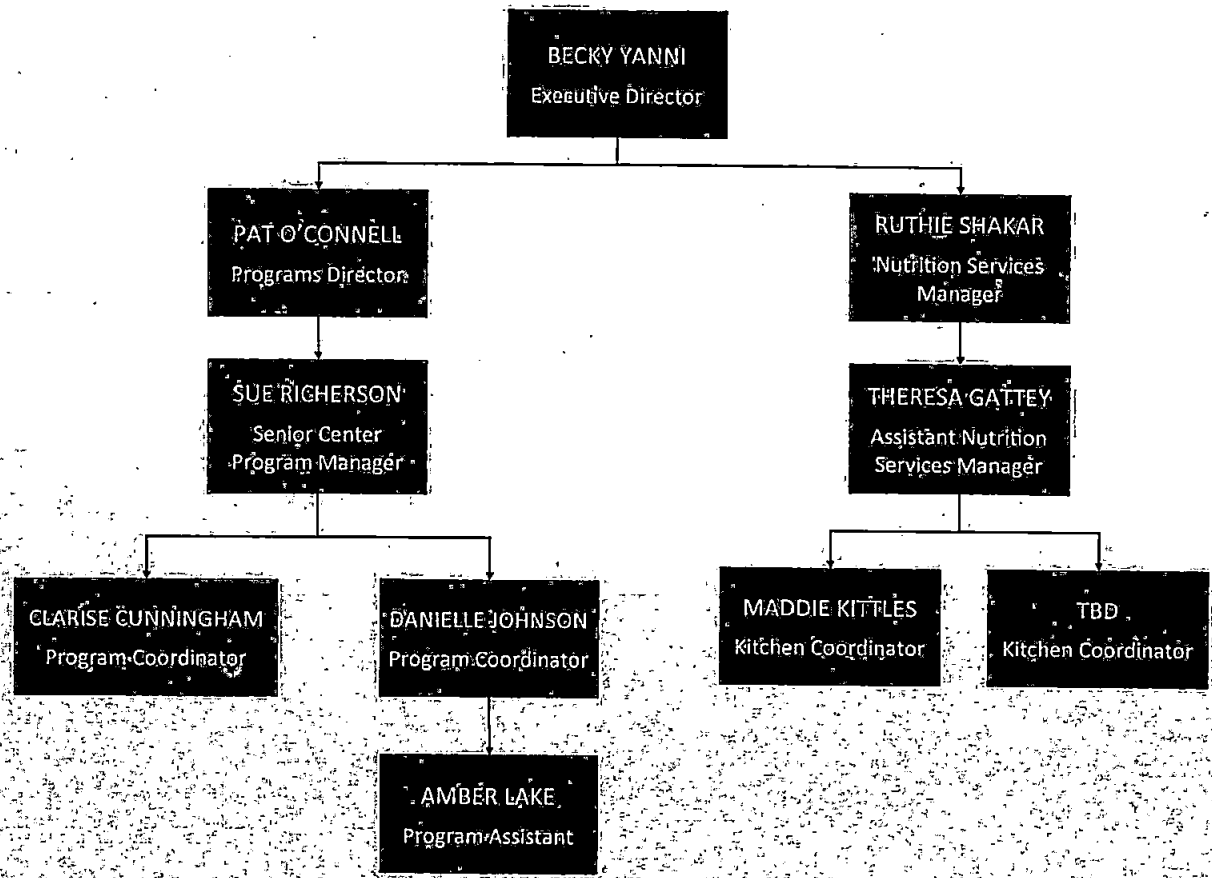
Senior center staff must possess the ability to interface with three generations of elders (WWII Generation, Korean War Generation and Baby Boomers) and must plan for activities and programs that meet the needs and desires of each group. SJCCOA staff has been meeting the needs and desires of these varying generations for many years as evidenced by the resumes included in this section.

Both senior center program staff and nutrition services staff are led by individuals that have much more than 5 years of past experience in providing programs and nutrition services to our community's older adults. Staff recently hired are mentored and supervised closely by this experienced staff. In this manner these individuals, with less direct experience in providing senior programming, can provide quality programming and services as they learn and gain in experience. These recently hired individuals were chosen because their efficiency, thoroughness, professionalism, communication skills, and learning ability were proven with past employers.

Included in this section are:

- An organizational chart of key personnel
- Chart outlining positions and staff needed to complete the scope of work
- A resume for all key director and management personnel
- A resume for all key direct service personnel and the job description for their position
- A job description for transportation driver

Organizational Chart for THE PLAYERS Community Senior Center and Trout Creek Senior Center



**Positions Necessary to Perform the Scope of Work
and Staff Assigned to Positions
St. Johns County Council on Aging (SJCCOA)**

Name of Position	Quantity Required	FT/PT	Employee Name	Employee Experience
Executive Director	1	FT	Rebecca Yanni	Executive Director of SJCCOA 2014-Present
Program Director	1	FT	Patricia O'Connell	Program Director of SJCCOA 2005-Present
Senior Center Programs Manager	1	FT	Sue Richerson	Senior Center Programs Manager for SJCCOA 2007-Present
Senior Center Coordinator Trout Creek Community Center	1	PT	Clarise Cunningham	Senior Center Coordinator Trout Creek 2013-Present
Senior Center Coordinator THE PLAYERS Community Senior Center	1	PT	Danielle Johnson	Senior Center Coordinator January 2018-Present Experienced in managing and coordinating activities and communication Experienced in meeting the special needs of seniors
Program Assistant THE PLAYERS Community Senior Center	1	PT	Amber Lake	Joined SJCCOA in February 2018 Experienced Journalist since 2014
Nutrition Services Manager	1	FT	Ruth Shakar	Nutrition Services Manager SJCCOA 1995-Present
Assistant Nutrition Services Manager	1	FT	Teresa Gattey	Professional food service and catering experience since 2009
Ponte Vedra Kitchen Coordinator	1	PT	TBD	-----
Trout Creek Kitchen Coordinator	1	PT	Madeline Kittles	SJCCOA Kitchen Program Assistant 2013-2016 SJCCOA Trout Creek Kitchen Coordinator 2016-2018
Dietitian/Nutritionist	1	Sub Contractor	Lisa Hall	Licensed/Certified Practicing Dietitian 2004-Present

REBECCA (BECKY) YANNI
6834 E Seacove Avenue, St. Augustine, FL 32086
(904)325-5993

Employment:

St Johns County Council on Aging – 2008 – Present

- **Executive Director – 2014 to present** - Authorized to manage and operate the Title III of the Older Americans Act programs, Florida Department of Elder Affairs General Revenue programs, Transportation for the Disadvantaged program, and Sunshine Bus Co. Responsible for the accountability of all funds awarded to projects under the authority of the St. Johns County Council on Aging. Also responsible for the administration, coordination, direction, planning, supervision, and integration of all services and operations of the St. Johns County Council on Aging. Perform additional duties as required.
- **Manager, Development & Volunteers – 2011 to 2014** – Organized and implemented fundraising events, annual appeals and foundation grant applications.
- **Program Assistant, Development Office – 2008 to 2011** – Assisted in creation of fundraising events, event management, grant writing and various community outreach activities

Real Estate Executives – 2006 – 2009

Century 21 – 2004 – 2006

Yanni Enterprises/Marlojon, LP – 1986 – 2004 – Operating partner for a multiple-location hotel.

Professional Memberships:

- Florida Council on Aging
 - Florida Association of Senior Centers
 - National Institute of Senior Centers
 - National Council on Aging
-

Education:

- Mainland Senior High School – 1972 – 1975
- Daytona Beach State College – 1975 – 1977
- Florida Real Estate Institute – 2004 – 2005
 - Real Estate License
 - Real Estate Broker License

Patricia O'Connell

Program Director
180 Marine Street
St. Augustine, Florida 32084
904-209-3700

Experience

Program Director/Director of Operations, St. Johns County Council on Aging; St. Augustine, Florida; 2001 - Present

Hired as Senior Center Program Manager and in 2005 promoted to Director of Operations/Program Director. Responsible for hands-on management and daily supervision of senior services including: home health care program, senior center programs, food service, in-home services, travel, memory enhancement, and adult daycare programs. Supervised the building of River House Senior Center in 2009 - 2010. Recipient of the 2018 Jay K. Morgan Award for Outstanding Florida Senior Center Professional.

Belk Department Stores; Florida, Georgia, and South Carolina; 1980 - 2001

Twenty-three years of experience in all areas of retail management including buying, merchandising and store management. Supervised complete remodel of 40,000 square foot store. Repeat Belk Pacesetter Award Winner for highest achievement of goals.

Gimbels Midwest; Assistant Buyer for Junior Sportswear; Milwaukee, Wisconsin; 1977 - 1978

Assistant buyer for the Junior Sportswear division.

Education

Belk Store Services; 1982 - 1998

Nine courses in merchandise, human resources and operations management.

Milwaukee Area Technical College; 1975 - 1977

Associates Degree, Retail Management.

University of Wisconsin, Milwaukee; 1972 - 1974

Psychology

Professional and Volunteer Memberships

National Institute of Senior Centers Delegate Council, Florida State Delegate; 2008 - 2012

Florida Association of Senior Centers, Treasurer; 2008 - 2010

Florida Association of Senior Centers, Vice-President; 2010 - 2011

Florida Association of Senior Centers, President; 2011 - 2015

St. Johns County Continuum of Care (CoC) Board Member; 2016 - Present

Susan Parker Richerson

EXPERIENCE

2007 - Current **Council On Aging** **St. Augustine, FL**

Senior Centers Program Manager

- Supervisor of Five Senior Center Sites in St. Johns County
- Development and Marketing of Programs, Special Events, Workshops, Conferences
- Recruitment, Training, and Scheduling of Site Coordinators, Program Assistants, and Volunteers
- Health Support, Education, and Recreation Activities Advisor
- Annual Workshop Presenter at The Florida Conference on Aging
- Grant Writing and Request for Proposals
- Community Outreach and Education
- Participant/Family Liaison
- Elder Advocate
- Lead Facilitator, National Institute of Senior Centers Accreditation
- Active Member: Florida Council On Aging; Florida Association of Senior Centers (Treasurer); National Institute of Senior Centers; National Council On Aging; St. Johns County Falls Coalition

2001 - 2008 **Thompson Realty & Development** **St. Augustine, FL**

Licensed Realtor

- Transaction Broker -- Listing and Selling of Residential and Commercial Properties
- Treasurer St. Augustine/St. Johns County Board of Realtors
- Multiple Listing Service Board Member
- Business Affiliate Outreach Coordinator

1996 - 2001 **Fore-Casters, Inc.** **St. Augustine, FL**

Retail Store Owner/President

- Conception and Execution of Business Plan
- Renovation and Store Design
- Merchandise Selection and Display
- Advertising and Promotions
- Accounts Payable/Receivable

EDUCATION

- Flagler College Public Administration Program, St. Augustine, FL
- Florida State University College of Business, Tallahassee, FL
- Tallahassee Community College, Tallahassee, FL
- Colby-Sawyer College for Women, New London, NH
- Peer Review Training, National Council On Aging
- ElderSource of Northeast Florida, Continuing Education
- Leadership St. Johns, St. Augustine, FL

sricher247@gmail.com • (904) 669-0792
16100 Harbour Vista Circle • St. Augustine, FL 32080

Lisa Hall RD/LD

64 Miruela Avenue, St. Augustine, Florida 32080

C: (904) 392-1030; lishopkins@icloud.com

JOB OBJECTIVE:

To work as a clinical dietitian and consultant in the healthcare industry.

CAREER HIGHLIGHTS:

- Over 15 years of experience in diverse health care settings.
- 4 years working in dialysis clinics.
- Experience in counseling/teaching in out-patient setting.
- Strong background in critical care and nutrition support (CPR certified).

PROFESSIONAL EXPERIENCE:

CONSULTANT DIETITIAN: Nutrition Consulting: Council on Aging, St. Augustine, FL; August 2007 to present:

- Review and approve menus.
- Create monthly nutritional educational material.
- Quarterly inspection on premises.

RENAL DIETITIAN: DaVita Dialysis, St. Augustine and Palatka, FL; September 2013 to present

- Mineral Bone Manager for dialysis units.
- Review labs and educate patients on renal diet.
- Screen and assess patients who require nutritional care.
- Continual education within clinics and health promotion activities.

CRITICAL CARE DIETITIAN: Flagler Hospital, St. Augustine, FL; September 2004 to March 2013

- Responsible for nutrition support for MICU and SICU units.
- Established daily rounds with Pharm D to determine patient's nutritional requirements for enteral and/or parenteral nutrition support.
- Developed tube feeding protocol.

PUBLICATIONS:

Florida Agriculture: Florida farm Bureau Magazine; 2005-2007

- Monthly article for "Inside Florida Food."
- Food topics and recipes provided for monthly column.

ACADEMIC BACKGROUND:

REGISTERED DIETITIAN: Post Graduate Diploma in Dietetics.

Glasgow Caledonian University, Scotland, UK; 1994-1996

Bachelors of Science (Hons) Home Economics, Bath Spa University, Bath, UK; 1984-1987

Emergency Medical Technician, First Coast Technical Institute, St. Augustine; 2009

CNSC Certified Nutrition Support Clinician; 2010-2015

ASPEN (American Society Parenteral and Enteral Nutrition)

NUTRITION CONSULTANT AGREEMENT

Between

St. Johns County Council on Aging, Inc.

And

Lisa M. Hall

THE CONSULTANT AGREEMENT is entered into between St. Johns County Council on Aging, Inc. hereinafter referred to as the "Agency" and Lisa M. Hall, RD for services provided by Lisa M. Hall.

WHEREAS, the Department of Elder Affairs, Chapter IV-5 and entitled "Older Americans Act" requires the services of a registered nutritionist/dietitian for the Agency to fulfill the nutrition consultation requirements of the Agency's C1 and C2 contracts.

AND WHEREAS, minimum responsibilities of the Nutrition Consultant must include:

1. Semi -Annual:
Review and approve Menus.
Review client satisfaction surveys.
2. Monthly:
Monitoring and service report
3. Annual:
Review and approve nutrition plan and nutrition education materials (C1/C2)
4. As needed:
Nutrition counseling and narrative evidence documentation for high risk nutrition clients. (C1/C2)

NOW THEREFORE, in consideration of:

Payment by Agency, to Lisa H. Hall will be thirty-five dollars (\$35) an hour.
Payment by Agency, to Lisa H. Hall will be made upon receipt of billing by said consultant.

THIS CONSULTANT AGREEMENT is open, but may be terminated or renegotiated by either party upon thirty (30) days written notification.

St. Johns County Council on Aging, Inc.

BY: Catherine Brown
Catherine Brown
Executive Director

12/31/04
Date

BY: Lisa H. Hall
Lisa H. Hall
LD, RD

12/31/06
Date

742 Oakland Ave, Saint Augustine, FL 32084 • (904) 377-33263 •

Ruth Shakar

EXPERIENCE

1995- Current St. Johns County Council On Aging St Augustine, FL

Nutrition Services Manager

- Supervisor of daily operations for 5 food service kitchens for St. Johns County Council on Aging
- Recruiting, training, scheduling, and managing the Assistant Manager, Kitchen Coordinators, and Program Assistants
- Development of menus that meet the guidelines and standards of the Department of Elder Affairs
- Responsible for the daily coordination of home delivered meals and senior center meals
- Responsible for maintaining and managing food and general supplies for the food service-kitchens
- Certified Food Safety Manager

1988-1995

Jeff's Place

St. Augustine, FL

Kitchen Manager

- Supervised daily operations of kitchen
- Training and scheduling of cooks, delivery drivers, and cashiers
- Bank Deposits
- Inventory Control

PROFESSIONAL MEMBERSHIPS

- Florida Council on Aging
- Meals on Wheels of America
- Florida Association of Service Providers

EDUCATION

- St Johns Technical School

TRAINING

- Elder Source – Food Safety & Prevention of Food Borne Illness – Completed annual training 1995 thru 2017
- Food Safety Manager – Continuing Education to maintain License - Completed in 1995, 2001, 2006, 2011, and 2016 – Current license is for 2016 to 2021

THERESA GATTEY
3700 Lewis Speedway, St. Augustine, FL 32084 - 727-415-7375

SKILLS AND ACCOMPLISHMENTS

- Increased catering businesses by 30% while still completing daily responsibilities.
- Adept at multitasking and working on multiple projects simultaneously.
- Strong project management and organizational skills.
- Highly motivated, respectful, loyal and dedicated.
- Conscientious work ethic with proven abilities to work both independently and in a team environment.

PROFESSIONAL EXPERIENCE

Connecticut

Forum Plastics LLC 2012 – 2017
The Yale Graduate Club Catering 2014 – 2017
Le Petit Café 2012 – 2014
Panera Bread Catering 2008 – 2012
La Cuisine Catering 2009 – 2011

Florida

Raymond James Financial, St. Petersburg FL 2017 – 2018
Artistic Artichoke Catering, Boca Raton FL 2002 – 2007
Stacole Fine Wines, Boca Raton FL 2004 – 2005

Assistant Food Service Manager: 4/23/2018 to Present – St. Johns County Council on Aging; St Augustine, FL

- Supervise the daily preparation and production of kitchen staff and volunteers.
- Follow prescribed menu and all health/safety/nutritional standards.
- Plan, organize and initiate cooking schedule for food preparation for Meals on Wheels and Congregate Dining Room to meet meal schedule.
- Assist Manager of Nutrition Services with ordering food and supplies.
- Maintain the cleanliness of kitchen and equipment.
- Communicate effectively with volunteers, co-workers and supervisors
- Perform other appropriate duties as assigned.

CLARISE CUNNINGHAM
3829 PADDINGTON PLACE
ST AUGUSTINE, FL 32092
904-315-0046

EDUCATION

Walden University; Masters of Education – Concentration in Curriculum 2006
Brooklyn College; Bachelor of Arts – English and History 2001

EMPLOYMENT

Council on Aging
Coordinator of Trout Creek Center 2013 – present

St Leo's University
Adjunct Professor of Education 2011 – present

St John's County School System
All Subjects 6-12 grade 2006 – 2011

Clay County School District
Orange Park High School
English Teacher 2005-2006

New York City Department of Education
Junior High School Education 2001 – 2005
The New York Community Hospital

Director of Quality Management 1983 – 2001

CERTIFICATION & LICENSE

Department of Education
English
Science
Math
Social Studies
Special Education
ESOL

AFFILIATIONS

Florida Council On Aging
Florida Association of Senior Centers
National Council On Aging
National Institute of Senior Centers

JOB DESCRIPTION

Title: *Senior Center Coordinator/ Trout Creek Pavilion Senior Center*

Supervisor: *Program Manager*

Job Objective: To create and promote a welcoming and supportive environment where senior citizens can come and enjoy their congregate meals, socialize with other seniors, and participate in recreational, educational and health related activities.

Duties: Create and promote a welcoming, caring and supportive environment for seniors at the assigned senior center program site. Work a schedule that provides COA staff coverage at the facility during operating hours of COA senior program activities.

Collaborate with Kitchen Coordinator to facilitate special events and/or programs.

Plan and oversee the execution of programming and activities, including any fee based lifelong learning programs. Recruit instructors, manage contracts, schedule, promote, and collect fees when applicable.

Produce, (or participate in the production of) calendars and newsletters for publication of senior center program activities on a monthly basis.

Responsible for (or participates in) facilitating press coverage and media information of senior center program activity in coordination with COA Administrative Coordinator.

Work with community partners to promote senior center programs; provide information on programs and facilitate the participation of community partners in senior center programs.

Develop knowledge of community resources in order to meet elder's requests for information and referral. Make participants aware of relevant community activities, services and resources available to them via daily announcements and notices on the bulletin board. Maintain current, up to date information on bulletin board.

When requested, make arrangements with Transportation to provide bus transportation to senior program site for clients, depending upon available space and funds. Informs Transportation Department in writing when there is a client termination or addition.

Work in coordination with Volunteer Coordinator to recruit, train and supervise volunteers that are needed to facilitate the day to day management of the senior center programs. Provide for the collection of fees or donations and for the safe transfer of those funds to the Administrative offices.

Facilitate and participate in a Senior Advisory Council that meets on a monthly basis to give

input on senior program activities held at the site

WORKING CONDITIONS

Employee has access to office area, and conducts the majority of the position's responsibilities inside the Senior Center activities' rooms and dining hall.

The employee is subject to all weather conditions, as some activities occur outside. May also be subject to loud noise from a public address or stereo system.

MACHINES AND EQUIPMENT USED

Automobile	telephone	copy machine / computer
FAX machine	vacuum	coffee machine
Television	VCR/DVD	microphone
	calculator	stereo system

QUALIFICATIONS

Physical Requirements:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Visual Requirements: This is a minimum standard of those whom work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal and extensive reading.

Climbing ascending or descending stairs either in the home or porch. This will require using feet and legs and/or hand and arms.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering Picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm such as in driving or using a pen.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important instructions to other workers or organizations, accurately, loudly or quickly.

Hearing: Ability to receive detailed information through oral communication.

Repetitive motions: Substantial movements (motions) of the wrist, hand and/or fingers as in filling out forms or driving a car.

Training and Experience Requirements:

- Ability to relate to and communicate with functionally impaired seniors of many different socioeconomic backgrounds.
- Strong written communication skills needed to write clear and concise reports.
- A valid driver's license and reliable transportation (not to miss more than 5 days a year due to car trouble)
- Knowledge of county's major roads and communities a plus.
- Free from communicable diseases.

Acceptance of Duties:

Please sign one of the following statements:

I have read the above job description and believe I am able to perform the duties as outlined. I understand this document does not represent any employment offer between myself and the Council on Aging.

Signature

Date

OR

I have read the above job description and believe I am able to perform the duties as outlined if provided with the below listed accommodations. I understand it is the agency's decision to provide such an accommodation. I further understand this document does not represent any employment offer between myself and the Council on Aging.

Signature

Date

Accommodations:

DANIELLE M. JOHNSON

(904)589-1113 • 400 Sandiron Circle #428, Ponte Vedra, Beach, FL 32082

Employment:

Program Coordinator - THE PLAYERS Community Senior Center January 2018 – Present

- Create a welcoming atmosphere for all participants, volunteers, instructors, and staff;
- Develop and institute recreational, educational, and health support programs and activities;
- Engage community sponsors, instructors, and volunteers for programs;
- Manage MySeniorCenter data base, track all class fees and memberships, deposits, and invoices;
- Family and participant relations;
- Community awareness/promotion of programs and activities through social media, press releases, news stories, flyers, and calendars;
- Attend monthly staff, committee, and Advisory Council meetings.

Private Caregiver

2014 - 2017

- Assisted with bathing, cleaning, cooking, paid bills, and dispensed medication
- Scheduled Dr. appointments;
- Experienced interaction with dementia and Alzheimer's patients;
- Skilled in redirection and diffusing with confusion and temper;
- Coordinated activities such as outings, mental stimulation, and cognitive exercises.

Licensed Sales Associate; Jacksonville, FL

2012 - Present

- Opened Jacksonville Division of Lane Management with new forms, legal documents, establish presence, and seek new business accounts;
- Displaying exceptional customer satisfaction while applying efficiency, thoroughness, communication and professionalism;
- Highly organized and meticulous in maintaining proper legal files, drawing up non-exclusive agreements, compose and execute leases;
- Accomplished agent in tenant placement with the ability to rent a property in less than 21 days with qualified tenants through collaboration with owners preparing property, identify comps and suggestive improvements;
- Pre-qualify prospects, schedule showings, secure binders, gather tenant applications, qualifying paperwork and perform extensive background checks.

Professional Memberships:

Florida Council On Aging
Florida Association of Senior Centers
National Institute of Senior Centers
National Council On Aging
Northeast Florida Association of Realtors

Education:

Florida State College at Jacksonville; Associates in Arts Degree
Tony Robbins UPW Graduate
Florida Real Estate Institute

2017
2017
2012

ST. JOHNS COUNTY COUNCIL ON AGING, INC. JOB DESCRIPTION

Title: Senior Center Coordinator/ THE PLAYERS Community Senior Center

Supervisor: Senior Center Manager

Job Objective: To create and promote a welcoming and supportive environment where senior citizens can come and enjoy their congregate meals, socialize with other seniors, and participate in recreational, educational and health related activities.

Duties:

Create and promote a welcoming, caring and supportive environment for seniors at the assigned senior center program site. Work a schedule that provides COA staff coverage at the facility during operating hours of COA senior program activities.

Supervise any Program Assistant on staff at THE PLAYERS Community Senior Center and all activities he/she is responsible for.

Plan and oversee the execution of fee based lifelong learning programs. Recruit instructors, manage contracts, schedule, promote and collect fees.

Produce (or participate in the production of) calendars and newsletters for publication of senior center program activities on a monthly basis.

Responsible for (or participates in) facilitating press coverage and media information of senior center program activity in coordination with COA Communications Coordinator.

Work with community partners to promote senior center programs; provide information on programs and facilitate the participation of community partners in senior center programs.

Develop knowledge of community resources in order to meet elder's requests for information and referral. Make participants aware of relevant community activities, services and resources available to them via daily announcements and notices on the bulletin board. Maintain current, up to date information on bulletin board.

When requested, make arrangements with Transportation to provide bus transportation to senior program site for clients, depending upon available space and funds. Informs Transportation Department in writing when there is a client termination or addition.

Work in coordination with Volunteer Coordinator to recruit, train and supervise volunteers that are needed to facilitate the day to day management of the senior center programs. Provide for the collection of fees or donations and for the safe transfer of those funds to the Administrative offices.

Facilitate and participate in a Senior Advisory Council that meets on a monthly basis to give input on senior program activities held at the site.

WORKING CONDITIONS

Employee has access to office area, and conducts the majority of the position's responsibilities inside the Senior Center activities' rooms and dining hall.

The employee is subject to all weather conditions, as some activities occur outside. May also be subject to loud noise from a public address or stereo system.

MACHINES AND EQUIPMENT USED

Automobile	telephone	copy machine	computer
F AX machine	vacuum	coffee machine	data entry
Television	VCR/DVD	microphone	
	calculator	stereo system	

QUALIFICATIONS

A. PHYSICAL ACTIVITY REQUIRED

Climbing ascending or descending stairs either in the home or porch. This will require using feet and legs and/or hand and arms.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering Picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm such as in driving or using a pen.

Talking expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important instructions to other workers or organizations, accurately, loudly or quickly.

Hearing: Ability to receive detailed information through oral communication.

Repetitive motions: Substantial movements (motions) of the wrist, hand and/or fingers as in filling out forms or driving a car.

Physical Requirements

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Visual Requirements

This is a minimum standard of those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal and extensive reading.

TRAINING & EXPERIENCE REQUIREMENTS

- Ability to relate to and communicate with functionally impaired seniors of many different socioeconomic backgrounds.
- Proficient in Microsoft Office, including Word, Excel, and Publisher
- Strong written communication and data entry skills needed to produce clear and concise reports.
- A valid driver's license and reliable transportation (not to miss more than 5 days a year due to car trouble)
- Knowledge of county's major roads and communities a plus.
- Free from communicable diseases.

CAPABILITY

Please sign one of the following statements:

I have read the above job description and believe I am able to perform the duties as outlined. I understand this document does not represent any employment offer between myself and the Council on Aging.

Signature

Date

OR

I have read the above job description and believe I am able to perform the duties as outlined if provided with the below listed accommodations. I understand it is the agency's decision to provide such an accommodation. I further understand this document does not represent any employment offer between myself and the Council on Aging.

Signature

Date

Accommodations:

AMBER AUTUMN LAKE

(904) 444-9014 amberautumnilake@gmail.com
525 10th Ave. North, Jacksonville Beach, Florida 32250

Education:

August 2012 - December 2015, Journalism Major, University of North Florida

- *Maintained weekly blog on a Wordpress site at <http://bertrude.com/>*
- *Familiar with AP Style, Adobe Premiere and radio/video interviewing*
- *Coursework in multimedia reporting, media theories and effects, photography*

2009 - 2011, Associates in Arts Degree, Florida Community College at Jacksonville

- *Community news intern for Ponte Vedra Recorder from January 2009 - May 2009*
- *Pitched story ideas and went on site for interviews/information*
- *Photographed events and wrote about them*

Employment:

Program Assistant at the St. Johns County Council on Aging from February 2018 - Present

- *Write all weekly and monthly press, facilitate social media announcements*
- *Provide administrative support to Senior Center Coordinator*
- *Train, schedule, and supervise volunteer receptionists and program aides*
- *Recruit and register new participants and members*
- *Community outreach*
- *Assist with input and upkeep of senior center database, event statistics and reports*

Contributing Writer at Void Magazine from December 2015 - Present

- *Interviewed, photographed and independently sourced story material*
- *Contribute to both to online and print*
- *Published both long and short-form articles*
- *Collaborated story ideas*
- *Brainstormed both visual and written elements for a cohesive design*

Copywriter at Fañatics from May 2016 - January 2017

- *Uses product information to create engaging descriptions*
- *Creatively utilize writing styles to appeal to a target audience*
- *Proofread and edited product information and copy content*
- *Wrote in clear, concise language to maximize information in limited space*

Feature Writer for UNF Spinnaker from January 2015 - May 2015

- *Worked part-time covering both breaking news and long-form feature stories*

Arts/Culture Intern for Folio Weekly News and Opinion Magazine from May 2014 - June 2014

- *Conducted interviews and gathered information on events*
- *Published both long-form and short-form articles*
- *Photographed events and went on-site for interviews*

ST. JOHNS COUNTY COUNCIL JOB DESCRIPTION

Title: THE PLAYERS Community Senior Center Program Assistant

Supervisor: THE PLAYERS Community Senior Center Coordinator

Department: Programs

Objective:

To create and promote a welcoming and supportive environment where senior citizens can come and enjoy congregate meals, socialization, recreation and health related activities.

Basic Functions and Responsibilities:

Provide administrative support and effectively communicate with THE PLAYERS Community Senior Center staff, including: Program Coordinator; Volunteer Receptionists; other Council On Aging; and St. Johns County Parks & Recreation personnel - to ensure a high level of professionalism and a welcoming environment.

Work in conjunction with Program Coordinator to plan and oversee presentations of a variety recreational, educational, and health support activities, including: recruiting instructors and developing new programs. Assist with publicizing, registering, and encouraging participation in classes – new and existing. Assist with set up for daily programming and activities. Collaborate with established committees to facilitate special occasions and events.

Assist with production of flyers, calendars, invitations, and other materials to promote the senior center. Assist with projects, i.e.: assembling materials for meetings and presentations; mailings; phone calls to participants, and other duties as required. Proof read all press material and calendars to ensure all dates and times are coordinated, and class descriptions are accurate.

Assist with input and upkeep of senior center database, event statistics and reports.

Be knowledgeable about the current programs and services of the Council On Aging and THE PLAYERS Community Senior Center Events. Develop knowledge of community resources in order to meet elder's requests for information and referral. Strive to raise awareness of relevant community activities, services, and resources via daily announcements and notices posted on bulletin boards.

Greet all visitors in a friendly and timely manner. Provide direction to appropriate programs, classrooms, offices, and personnel. Provide information regarding senior center to first time visitors or telephone inquiries when volunteer receptionists are not available. Fill in at front desk as needed.

Attend staff meetings, conferences, and training as directed.

Assist with closing functions of the THE PLAYERS Community Senior Center at the end of each programming day.

Qualifications:

Able to effectively communicate with the public at large including functionally impaired seniors of many different socioeconomic backgrounds;

Excellent organizational and written communication skills;

Proficient in Microsoft Office programs including Word, Publisher, and Excel;

Flexibility;

Free from communicable diseases.

Working Conditions: Volunteer has access to, and conducts the majority of the position's responsibilities, inside the THE PLAYERS Community Senior Center. The employee is subject to all weather conditions, as some activities may occur outside; also may be subject to loud noise from a public address or stereo system.

Machines and Equipment Used:

Telephones; Computers; Copy Machines; FAX machines; Audio/Visual Equipment; and Postage Meters.

Physical Requirements:

- *Climbing:* ascending or descending stairs. This will require using feet and legs and/or hand and arms;
- *Reaching:* Extending hand(s) and arm(s) in any direction;
- *Fingering* Picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm as in handling;
- *Grasping:* Applying pressure to an object with the fingers and palm such as in driving or using a pen;
- *Talking* expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important instructions to other workers or organizations, accurately, loudly or quickly;
- *Hearing:* Ability to receive detailed information through oral communication;
- *Repetitive motions:* Substantial movements (motions) of the wrist, hand and/or fingers as in filling out forms or driving a car;
- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects;
- *Visual Requirements:* This is a minimum standard of those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal and extensive reading.

**Acceptance of the THE PLAYERS Community Senior Center Program
Assistant Responsibilities**

Please sign one of the following statements:

I have read the above job description and believe I am able to perform the duties as outlined. I understand this document does not represent any employment offer between me and the Council on Aging.

Signature

Date

OR

I have read the above job description and believe I am able to perform the duties as outlined if provided with the below listed accommodations. I understand it is the agency's decision to provide such an accommodation. I further understand this document does not represent any employment offer between me and the Council on Aging.

Signature

Date

Special Accommodations:

St. Johns County Council On Aging
180 Marine St.
St. Augustine, FL. 32084

Job Description

- Title:** Trout Creek Kitchen Coordinator
- Supervisor:** COA Nutrition Services Manager
- Job Objective:** To collaborate with Site Coordinator in creating and promoting a welcoming, healthy and supportive environment where senior citizens can come enjoy a nutritious congregate meal and participate in recreational, social, creative and health related activities.
- Duties:**
- Load food for noon meal into COA van at the organization's main kitchen and transport to the site. Check to make sure all components of the meal and related condiments are included.
 - Drive COA van from main kitchen to the site and back each day of site operation. Complete necessary paper work and basic maintenance checks on van as instructed by transportation department.
 - Unload food at the site and place food in oven or refrigerator to maintain proper food temperature in accordance with health department regulations. (Take temperature of food when it arrives at the site. If food arrives below 140* F, the temperature must be brought back up to 165* F before serving). Finish preparing necessary meal components. Take and record temperature of food before serving.
 - With the help of a volunteer if available, replenish coffee and ice tea, set tables and fill steam table with water. Fill water and tea dispensers and/or work with volunteers to see that set up is complete for meal.
 - Keep supplies in kitchen cabinets in order and readily accessible. Advise Nutrition Service Manager regarding supplies that need to be ordered.
 - Oversee serving of food to congregate meal diners via serving line. Assist in serving of food when necessary. Clear and wipe steam table and eating tables after meals.
 - Wash dishes, silver ware, and pans according to health department regulations. Keep kitchen sinks, back splash, refrigerator, stove clean and garbage cans clean.

Sweep dining room daily, spot mop if necessary. Wipe down carts with cleaner daily.

Return pans to main kitchen at the end of the day and check vehicle in.

Work with Site Coordinator to facilitate special events and programs as necessary.

In the absence of a Meals-On-Wheels volunteer, it may be necessary to deliver Meals-On-Wheels meals to home-bound participants

Attend training as directed.

Perform additional duties as directed by Nutrition Service Manager and/or Program Manager

Working Hours: 9:00 – 2:00; Monday – Friday, according to days of operation.

Working Conditions:

Employee conducts a majority of the position's responsibilities in the dining hall and kitchen of the facility. The employee will drive a company van to the Trout Creek site from the main kitchen and back each day. The employee is subject to all weather conditions as some activities occur outside.

Machines and Equipment Used:

Automobile, telephone, computer (e-mail) fax machine, copy machine, calculator, television/VCR, coffee maker, stove/oven, steam table and commercial dish washing sink.

Physical Requirements:

Medium duty work. Exerting up to 50 pounds of force occasionally, and up to 15 pounds of force frequently. Position includes, but is not limited to, setting up and breaking down meeting tables, lifting and carrying pans of food, sweeping and mopping, and washing dishes in a commercial sink.

Training and Experience Requirements:

Food Manager's Certification

High school diploma or GED certificate or comparable experience.

Valid Driver's License and reliable transportation.

Ability to relate to and communicate with seniors of many different socioeconomic background.

Possess the ability to plan ahead, organize details, communicate clearly, discern impaired speech and demonstrate flexibility.

Knowledge of community a plus.

Free from communicable diseases.

Acceptance of duties:

Please sign one of the following statements:

I have read the above job description and believe I am able to perform the duties as outlined. I understand this document does not represent any employment offer between myself and the St. Johns County Council on Aging.

Signature

Date

OR

I have read the above job description and believe I am able to perform the duties as outlined if provided with the below list of accommodations. I further understand this document does not represent any employment offer between myself and the Council on Aging.

Signature

Date

Accommodations Requested:

St. Johns County Council On Aging
Job Description
Department: Nutrition Services

Title: Ponte Vedra Kitchen Coordinator

Supervisor: Assistant Manager of Nutrition Services

Status: Part time

Hours 7 a.m. – 3 p.m. Tuesday, Wednesday, and Thursday

Special Functions as required

Major Function: To collaborate with Site Coordinator in creating and promoting a welcoming, healthy and supportive environment where seniors can come enjoy a nutritious congregate meal and participate in recreational, social, creative and health related activities. Ensure that all food prepared meets quality by company standards.

Qualifications:

- High school graduate or equivalent education. Education in quantity cooking is preferred or 2 years cooking experience is required. Have general knowledge of quantity preparation and portioned serving.
- Verbal and writing abilities necessary to communicate and work effectively with various levels of staff, seniors, and volunteers.
- Able to read, understand and follow recipes directions, work assignments and convert quantities.
- Able and willing to work flexible hours such as Special Functions and Emergency Operation Center that may require evening and weekends.
- Certified Food Service Manager within 90 days of beginning employment.
- Florida Driver's License and reliable transportation required.

Essential Functions/ Duties:

- Prepare, season, cook, plate and serve for assigned menu. Taste and smell prepared food to determine quality and palatability.
- Supervise, train, and assign food preparation tasks to kitchen volunteers.
- Track inventory of food, compile a weekly list of food, non-alcoholic beverages and supplies. Submit to Assistant Nutrition Services Manager for reordering of supplies.
- Check menu to determine necessary advance meal preparation and perform freezer pulls for proper thawing procedures. Note any out-of-stock items or possible shortages.
- Assist with planning monthly menu.
- Communicate effectively with volunteers, co-workers and supervisors.
- Checks in orders properly, and puts away in designated areas.
- Record and monitor temperature of hot and colds food throughout food preparation and service.
- Inform Manager or Assistant Nutrition Manager of equipment issue's including but not limited to refrigerators are not cooling properly, ovens not heating, dish machine not washing properly, and steam table leaking.
- Date all food containers and rotates F.I.F.O. (first in first out) procedure.

- Practice food safety and sanitation standards at all times. Make sure that all perishables are being kept at the proper temperatures.
- Maintain the cleanliness of kitchen and equipment. Equipment includes stoves, griddles, ovens, dish machine, refrigerators, freezer, sinks, back splash, ice machine, coffee makers, tilt skillet, work tables, shelving, slicer, hot boxes and microwave.
- Operate dish machine and wash pots, pans and dishes.
- Take out garbage and clean garbage cans as needed.
- Attend work on time as scheduled and adheres to attendance policy.
- Wear proper uniform at all times in accordance with the Standards of Appearance.
- Adhere to all work rules, procedures and policies established by the company, including, but not limited to, those contained in the company handbook.
- Perform other appropriate duties as assigned.
- Must be able to lift 20 pounds frequently and up to 50 pounds.

I have reviewed this job description and am able to perform the essential functions of the job with or without an accommodation.

Signature

Date

Updated March 2018



JOB DESCRIPTION

Title: DRIVER

Supervisor: Transportation Manager

Department: Transportation

Job Objective: To provide transportation services by completing assigned schedule of pick-ups and routes, ensuring the safety of passengers and vehicles.

Duties:

1. Receives schedule of pick-ups or routes from Transportation Dispatcher.
2. Keeps records as required, including daily mileage and passenger count.
3. Completes vehicle condition report daily per vehicle and submits to supervisor.
4. Follows proper radio, accident, and call-in procedures.
5. Reports any problems and/or job accidents to dispatcher.
6. Follows proper procedure for use of credit card, gas receipts, collection of donations/fares and disposal of same.
7. Acts in a cheerful, patient, understanding manner.
8. Insures the safety of each passenger and is-certain each rider is safely delivered to the destination.
9. Assists ambulatory clients from the client's home into the vehicle and vice versa.
10. Checks gas level so it is at least 3/4 full; if not, fills tank with gas before parking vehicle.
11. Cleans interior of each vehicle before returning keys to office. Interior cleaning consists of sweeping, washing windows, wiping dashboard, ceiling and light fixtures.

12. Cleans exterior of vehicles as assigned.
13. Delivers home-delivered meals to COA clients as assigned.
14. Conforms to the policies and procedures set forth in the COA Employee Handbook.
15. Performs additional duties as required.

MACHINES AND EQUIPMENT USED

Bus / Automobile (van)
beeper
gas pump
back belt
Telephone

WORKING CONDITIONS:

The employee is subject to all environmental conditions. Activities occur inside and outside. The employee is subject to certain irritants such as house dust, mold, mildew, pet fur, pests, and fumes generated in congested automobile traffic. Employee may be exposed to roaches, fleas and/or rodents.

QUALIFICATIONS

A. PHYSICAL ACTIVITY REQUIRED:

Climbing: Ascending or descending stairs. This will require using feet and legs and/or hand and arms.

Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm as in handling. This will occur repeatedly in operating the computer.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which the employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. This includes telephone communication.

Hearing: Ability to receive detailed information through oral communication and to make fine discriminations in sound. This will include telephone communications,

Repetitive Motion: Substantial movements (motions) of the wrists, hands and/or fingers. This will occur in the continuous use of the computer keyboard and typewriter.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching.

Stooping: Bending body forward and downward by bending spine and waist. May require full use of the lower extremities and back muscles.

Kneeling: Bending legs at knee to come to a rest on a knee or knees.

Crouching: Bending the body downward and forward by bending legs and pine.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward as in moving boxes of materials.

Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion as in moving boxes of supplies.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from one position to another. This will require the use of the upper extremities and back muscles as in the placing of crafts on shelves.

Driving: Ability to safely operate company motor vehicle to and from assigned stops.

Sitting: Ability to occupy a standard office chair or vehicle seat for prolonged periods of time (over an hour) in order to accomplish tasks at a desk, or to operate a vehicle.

Physical Requirements

Medium duty work: Exerting up to 50 pounds of force occasionally, and/or up to 15 pounds of force frequently, and 5 pounds of force constantly to move objects.

Visual Requirement

This is a minimum standard based on the criteria of accuracy and neatness of work.

B. TRAINING AND EXPERIENCE REQUIREMENTS

High School diploma or equivalency diploma issued by State Department of Education (GED).

Florida Driver's License - Class D or Florida Driver's License - CDL Class C with passenger endorsement to drive vehicles designed to seat more than 15 persons including the driver.

Good driving record

Ability to read and write

Ability to work with staff and clients

Free from communicable diseases

CAPABILITY

Please sign one of the following statements:

I have read the above job description and believe I am able to perform the duties as outlined. I understand this document does not represent any employment offer between myself and the Council on Aging.

Signature

Date

OR

I have read the above job description and believe I am able to perform the duties as outlined if **provided with the below listed accommodations**. I understand it is the agency's decision to provide such an accommodation. I further understand this document does not represent any employment offer between myself and the Council on Aging.

Signature

Date

Accommodations:

Reviewed by Transportation Manager.

Manager's Signature

Date

Section 5:
Program Approach/Program Design
St. Johns County Council on Aging

Key Service Components

Hours of Operation: Trout Creek Community Center, 6795 Collier Road, Orangedale, FL 32092 will be open and St. Johns County Council on Aging (SJCCOA) staff will be on site on Monday, Wednesday and Friday from 8 a.m. to 1:30 p.m. for senior programming.

THE PLAYERS Community Senior Center, 175 Landrum Lane, Ponte Vedra, FL 32082 will be open and SJCCOA staff will be on site Monday-8 a.m. to 12 p.m., Tuesday, Wednesday and Thursday-8 a.m. to 4 p.m., and Friday-12 p.m. to 4 p.m. for senior programming.

Atmosphere: SJCCOA strives to provide important community hubs that provide a trusted and welcoming place where older adults can connect to services. SJCCOA staff endeavors to provide an integral part of the aging services network for independent, self-managing older adults at both the Trout Creek Community Center and THE PLAYERS Community Senior Center. Scheduled programs and activities raise awareness of aging issues, promote aging readiness and generate support for healthy aging.

Transportation: SJCCOA will provide transportation for participants, who do not have access to a vehicle or can no longer drive, during hours of operation on days that meals are served.

Trout Creek Center: Monday, Wednesday and Friday, 8 a.m. – 1:30 p.m.;

THE PLAYERS Community Senior Center: Tuesday, Wednesday and Thursday, 8 a.m. - 4p.m.

The number of buses to meet the need at each center will be made available. Handicap accessible buses will be available to those in need. Transportation to one of the four SJCCOA senior center program campuses is available to any resident in need. A participant in need of transportation, from any area of the county, is provided transportation to a senior center closest to their home. SJCCOA serves all county residents who would like to participate at a senior center in this manner. Participants needing transportation can call the SJCCOA transportation reservation line, 904-209-3715, to schedule transportation.

SJCCOA adheres to all federal and state standards which govern our drivers. All driver hiring, pre-qualifications, testing and training shall be in accordance with applicable state and federal requirements, in addition to all other requirements specified in the request for proposal. SJCCOA acknowledges and accepts all requirements listed in the request for proposal.

Food Service: A lunchtime meal will be provided on the following days:

Trout Creek Center: Monday, Wednesday and Friday;

THE PLAYERS Community Senior Center: Tuesday, Wednesday and Thursday.

The meal will be prepared and ready to serve by 11:45 a.m. and will be served in a congregate style. All meals will be designed in accordance with the nutritional guidelines and the health and safety standards and regulations of the Food and Nutrition Board, USDA and the U.S. Department of Health and Human Services. SJCCOA follows these requirements for meals provided at all of our managed senior centers. We follow all the requirements and guidelines set down in the Florida Department of Elder Affairs Programs and Services Handbook for congregate meals. The exact entries on page A-197 of the handbook state:

"Follow the menu development procedures described in Chapter 4 which ensure compliance with the current Dietary Guidelines for Americans published by the secretaries of the Department of Health and Human Services and the Department of Agriculture."

"Provide a minimum of 1/3 of the dietary reference intakes/adequate intake for an age 70+ female as established by the Food and Nutrition Board of the Institute of medicine of the National Academy of Sciences."

Meals are developed following these guidelines and are all reviewed and approved by a licensed, registered dietitian. Meals are either prepared on site or meal preparation is begun at the SJCCOA main kitchen at 180 Marine St. and food is transported to the facility on the day of serving. Final meal preparations are completed at each center. All guidelines for adherence to temperature and food safety are complied with.

A reservation system is in place at both centers and reservation for meals are requested by the previous meal service day for a meal on the next meal service day.

See the May 2018 menus, provided in Section 3 of this response, as an example of menus that will be provided at the centers under an awarded contract. We anticipate serving 7,500 meals annually per center.

Staffing: There will be a minimum of one SJCCOA staff member on site at each location during the stated hours of operation.

THE PLAYERS Community Senior Center has two part-time program employees allocated, hired and serving the location. The positions are Senior Center Coordinator and Senior Center Program Assistant. Trout Creek Community Center has one part-time program employee allocated, hired and serving the location. The position is Senior Center Coordinator. In the event that one of these allocated employees is not available to be on site during operating hours, the Program Manager, Program Director or a senior center program employee from another center will be on site.

A part-time employee will be provided for each location to handle service for meals. The position is Kitchen Coordinator. Currently there is an employee hired and serving the Trout Creek Community Center. This employee is currently filling in as Kitchen Coordinator for THE PLAYERS Community Senior Center. If this employee is not available another qualified employee serves in the position on an as need basis. Hiring procedures are currently being followed to fill this vacant position.

Director and Manager Staff are all in place at this time. Each of the following positions devotes a percentage of their time to supporting the activities and services provided at Trout Creek Community Center and THE PLAYERS Community Senior Center: Executive Director, Program Director, Senior Center Programs Manager, Nutrition Services Manager and Assistant Nutrition Services Manager.

Onsite Kitchen and Equipment: SJCCOA acknowledges and will utilize all onsite kitchens and equipment at both centers to prepare meals in accordance with this request for proposals.

Programs and Activity Components

Under an awarded contract, St. Johns County Council on Aging will continue to provide a variety of programs and services that respond to the diverse needs and interests of community elders and will include health and wellness services, fitness activities, information and assistance

to community resources, and a variety of educational and cultural opportunities. Examples of all program component types and amounts required by this request for proposal and evidence of what is currently provide at both centers can be reviewed on the May 2018 calendars provided in Section 3.

Health Promotion, Wellness and Fitness: Examples of programs and activities from this category that are provided now and will continue to be provided at both centers include: blood pressure checks; walking clubs; various exercise classes such as Chair Yoga; Band Stretching; Tai Chi; Line Dancing; University of Florida Nutritionist Speaker; Visiting Podiatrist; and Positive Mind Body Yoga. In 2017, the Trout Creek Community Senior Center program provided 123 hours of this category of program component. THE PLAYERS Community Senior Center program, conducted by SJCCOA staff, provided 45 hours of this type of program. A plan is in place to provide double that number of hours at THE PLAYERS in 2018.

Education, Recreation, Socialization and Personal Growth: Examples from the May 2018 calendars that fall under this type of program component include: "Communicating with Impaired People"; Don Minard Plays for Cinco de Mayo; Bunko; Trivia; Alice and Wonderland Tea Party; Current Issues Group; Acrylic Painting; Bridge; Toastmasters; and Book Club. This list is meant to provide an overview of all of this type of program component. THE PLAYERS provided over 1050 hours of this type of component in 2017. Trout Creek Center provided over 950 hours in 2017.

Social Services: Connection to qualified staff members or community partners to provide information or access to services is ongoing. Center coordinators have contacts and resource lists to connect individuals in need with the appropriate help and support. Individual meetings with qualified individuals able to provide this type of support are scheduled on a regular basis. Examples of this type of support from May Calendars include: a presentation by Legal Aid Attorney, Megan Wall; *Honoring Choices* presentation by Community Hospice on end of life choices; presentation by Kelly from EOC on Hurricane Preparedness; Humana presentation on Medicare Choices. Tax preparation is available at the centers during tax season through a partnership with AARP; and Spanish to English Class (ESOL) provided by Learn to Read.

In total during 2017, the average program component offerings at each center per week was more than 22 activities. These numbers do not include the simple opportunity that the centers provide for individual socialization with peers. Studies have shown that this alone can be the single most important factor for the health and wellness of older adults. Computer labs and library offerings are also available at each center.

Marketing, Advertising and Public Outreach

St. Johns County Council on Aging (SJCCOA) provides a web page on the agency website (www.coasic.org) for each of the centers. These are vibrant message boards that detail upcoming activities at each center and include the activity and menu calendars. Coordinators at each center submit weekly press items, to the agency communications staff, about center activities. These items are placed on the agency's weekly e-newsletter and are shared with local and regional news media outlets. Local and regional health fair/community fairs are attended by the SJCCOA Outreach Coordinator and center calendars are shared with attendees.

Community Partnerships to Provide Programs and Services

St Johns County Council on Aging (SJCCOA) staff utilizes a large variety of community partners and qualified volunteers to provide programs and services. In 2017, over 30 community partners provided presentations and activities at both centers. We have already mentioned AARP, Humana, Learn to Read, Legal Aid, EOC staff and Community Hospice in the program components section utilized for May 2018 programs alone. In addition, to name a few more: University of St Augustine students provide balance screenings during the year and various home health agencies sponsor movie or informational luncheons. Exercise classes, arts and craft classes, dance classes and musical entertainment are all provided by talented and qualified volunteers. Ponte Vedra Rotary Club and several other community partners sponsor the annual Centenarian Luncheon in May every year at THE PLAYERS. SJCCOA staff seeks out community partners to provide entertaining, educational and cost effective programming. At minimum at least three community partners or volunteers provide programs and activities at each center on a weekly basis.

Fee Schedules

Transportation	Participants utilizing transportation are asked to provide a \$1 co-pay each day to defray the cost of their ride. A monthly bus pass is also available for \$15. This pass can also be used to ride at no charge on the Sunshine Bus.
Meals	At THE PLAYERS Community Senior Center, participants that receive a meal are asked to contribute a \$3 co-pay to help defray the \$6.50 cost of their meal. This is not requested of participants at Trout Creek because the total cost of their meal is funded by the Older Americans Act Grant.
Membership	At THE PLAYERS, individuals can join our membership program and receive a discount on the cost of various lifelong learning activities that have a fee to attend. With membership the cost of certain activities are at no charge or have a \$1 reduction in cost. Cost of a yearly membership is \$100 per person, \$160 per couple/household or \$35 for a three month membership.
Lifelong Learning	A fee is charged for various activities and programs classified under the Lifelong Learning Program. These fees range from \$3-\$5 per class.

- Transportation co-pays are requested at both centers.
- There are no fees charged for meals or programs/activities at the Trout Creek Center.
- At THE PLAYERS Community Senior Center, participants are asked to pay the fees listed above in order to provide cost effective expansion of our programs and services. Many activities and programs are provided at no charge, especially the majority of activities and programs that occur on days that meals are provided. Any fees that might be charged are detailed next to the class/activities listing in the monthly calendar. It is also noted if the activity is discounted for Lifelong Learning members.

Arrangements are always made to drop any fees or co-pay if an individual is unable to provide the requested amount. No individual will be denied participation in a program or activity because of inability to provide the fee.

As noted in Section 6: Cost Proposal, these fees help to reduce the overall expense of the programs and services provided.

**Section 6:
St. Johns County Council on Aging
Total Annual Cost Proposal for
Operation and Management of Community Centers**

Budget Line Items	Annual Expense
Salaries (Direct and Indirect with Taxes and Fringe Benefits)	\$121,900
Instructor Fees	\$ 4,200
Telephone	\$ 2,500
Travel- Reimbursement for staff travel expenses	\$ 1,160
Supplies including kitchen gas	\$ 13,375
Insurance- Liability, Workman's Comp, Professional	\$ 7,070
Dues and Subscriptions	\$ 700
Meals	\$ 97,500
Transportation	\$ 43,600
Total	\$ 292,005

Budget Line Items	Non-County Revenue
Older Americans Act - Meals, Trout Creek	\$48,000
Meal Donations-THE PLAYERS	\$19,875
Life Long Learning Fees-THE PLAYERS	\$ 6,400
Membership-THE PLAYERS	\$ 9,000
Transportation - Misc. Grants, Trout Creek	\$14,500
Total	\$97,775

Annual Expenses	\$ 292,005
Minus Annual Non-County Revenue	- \$ 97,775
Annual County Cost Proposal	\$ 194,230

Cost Proposal Narrative on Following Page

**Section 6:
Cost Proposal Narrative**

St. Johns County Council on Aging's annual cost proposal for the operation and management of community centers is \$194,230.00. This amount is calculated by subtracting non-county revenue from budget line item expenses.

Budget Expenses include the following items.

Salaries	Direct salaries and benefits include 100% of the Senior Center Coordinators (2), and 100% of the Program Assistant (1) and a percentage of the total salaries and benefits for the Executive Director, Program Director and the Program Manager. Indirect salaries and benefits include a small percentage of the salaries from fiscal and development/communications staff.
Instructor Fees	Fees paid to instructors in THE PLAYERS Community Senior Center Lifelong Learning Program @ \$18 per hour of instruction
Telephone	Cost of telephone lines for SJCCOA staff at both centers and the internet costs at the Trout Creek Center. Internet @ THE PLAYERS is provided by the County
Travel	Reimbursement for misc. staff mileage to attend quarterly senior center staff meetings/trainings and staff travel costs for Florida Association of Senior Centers Annual Training Workshop
Supplies	Misc. supplies including kitchen gas for THE PLAYERS
Insurance	Liability, Workman's Compensation and Professional Insurance Costs
Dues and Subscriptions	Dues for membership to industry associations and payroll company fees
Meals	Based on an annual number of meals served at each center (7,500) @ the cost of \$ 6.50 each. This meal cost includes the cost of salaries and benefits for nutrition services staff, the kitchen coordinators and all raw food and maintenance supply costs.
Transportation	Annual costs to provide transportation at both centers for the specified 3 days a week each

Non-County Revenue includes the following sources.

Older Americans Act- Meals	Each meal provided at the Trout Creek Center is reimbursed through a contract funded by the Older Americans Act @ \$6.50 each. Total contract amount administered by SJCCOA does not allow for cost of meals at THE PLAYERS to be funded in this manner.
Meal Donations	Individuals receiving meals at THE PLAYERS are asked to make a contribution of \$3.00 for each meal they receive to help defray the cost of the meal. Average amount per meal collected in 2017 was \$2.65 (7,500 meals).
Lifelong Learning Fees	Fees charged to individuals participating in Lifelong Learning classes. Fees range from \$3-\$5 per class. Amount is based on fees collected in 2017.
Membership	Individuals attending THE PLAYERS can pay an annual membership fee of \$100 per year in exchange for discounts on Lifelong Learning Class fees. Amount is based on 2017 membership fees collected.
Transportation	Cost of transportation for some individuals at Trout Creek and THE PLAYERS can be funded by the SJCCOA Non-Emergency Transportation Program if the individual qualifies. Some individuals attending the Trout Creek Center live in an area that is designated rural therefore the cost of their transportation can be funded by the rural transportation grant. Amount is based on 2017 transportation that was funded by these sources.

**RFP NO: 18-25 Operation and Management of Community Centers
St. Johns County Board of County Commissioners
Drug-Free Workplace Form**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

St Johns County Council on Aging does:
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Rubice Odom
Signature

5/2/18
Date

RFP NO: 18-25 Operation and Management of Community Centers

AFFIDAVIT

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF Florida COUNTY OF St Johns . Before
me, the undersigned authority, Rebecca Yanni, who, being duly sworn, deposes and says he is Executive Director
of St Johns County Council on Aging(Firm) the respondent submitting the attached proposal for the services covered
by the RFP documents for RFP No: 18-25 Operation and Management of Community Centers. The affiant further states
that no more than one proposal for the above referenced project will be submitted from the individual, his firm or
corporation under the same or different name and that such respondent has no financial interest in the firm of another
respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered
into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in
connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers
are debarred from participating in public contract lettings in any other state.

Rebecca Yanni

(Proposer)

By Rebecca Yanni

Executive Director

(Title)

STATE OF Florida)

COUNTY OF St Johns)

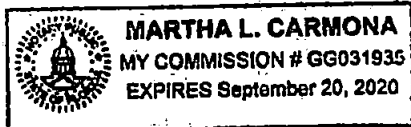
Subscribed and sworn to before me this 2nd day of May, 2018, by Martha L. Carmona
who personally appeared before me at the time of notarization, and who is personally known to me or who has produced
as identification.

Martha L. Carmona - Martha L. Carmona

Notary Public

My commission expires:
9/20/20

VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.



RFP NO: 18-25 Operation and Management of Community Centers

AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF {St Johns County Council on Aging, being of lawful age and being duly sworn I, Rebecca Yann
, as Executive Director (ex.CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this 2 day of May, 2018.

Rebecca Yann
Signature of Affiant

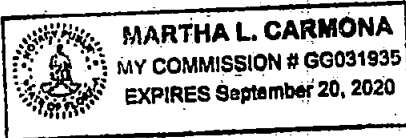
STATE OF Florida)

COUNTY OF St. Johns)

Subscribed and sworn to before me this 2nd day of May, 2018, by Martha L. Carmona who personally appeared before me at the time of notarization, and who is personally known to me or who has produced _____ as identification.

Martha L. Carmona - Martha L. Carmona
Notary Public

My commission expires: 7/20/20



RFP NO: 18-25 Operation and Management of Community Centers

St. Johns County Board of County Commissioners

CONFLICT OF INTEREST DISCLOSURE FORM

Project (RFP) Number/Description: RFP NO: 18-25 Operation and Management of Community Centers

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a consultant's/contractor's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultants/Contractors, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the consultant's/contractor's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:



I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.



The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent:

St Johns County Council on Aging

Authorized Representative(s):

Rebecca Gianni
Signature

Rebecca Yanni, Executive Director
Print Name/Title

Signature

Print Name/Title

RFP NO: 18-25 Operation and Management of Community Centers

CLAIMS, LIENS, LITIGATION HISTORY
(Complete and Submit)

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subcontractor) or been sued by or had a formal claim filed by an owner, subcontractor or client resulting from a dispute? Yes ___ No X If yes, please attach additional sheet(s) to include:

Description of every action Captions of the Litigation or Arbitration

Amount at issue: _____ Name (s) of the attorneys representing all parties:

Amount actually recovered, if any: _____

Name(s) of the project owner(s)/manager(s) to include address and phone number:

2. List all pending litigation and or arbitration. N/A
3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc. N/A
4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

N/A

5. Have you ever abandoned a job, been terminated or had a performance/surety bond called to complete a job? Yes ___ No X If yes, please explain in detail:

6. For all claims filed against your company within the past five-(5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes ___ No ___
If no, please explain why? _____

7. N/A

8. List the status of all pending claims currently filed against your company:

N/A

Liquidated Damages

1. Has a client ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes ___ No X If yes, please explain in detail: _____

(Use additional or supplemental pages as needed)



St. Johns County Board of County Commissioners

Purchasing Division

ADDENDUM #1

April 10, 2018

To: Prospective Respondents
From: St. Johns County Purchasing Department
Subject: RFP No: 18-25; Operation and Management of Community Centers

This Addendum #1 is issued for further respondent's information and is hereby incorporated into the RFP documents. Each respondent will ascertain before submitting an RFP Package that he/she has received all Addenda, and return one (1) original and one (1) electronic copy of this signed Addendum with the submitted RFP Package to the St. Johns County Purchasing Department, 500 San Sebastian View; St. Augustine, FL 32084.

Questions & Answers:

1. On page 6 under Food Service it states that a lunchtime meal will be provided at The Players Community Center on Tuesday, Wednesday and Thursday. Currently meals are provided on Tuesday and Thursday only. Is this change in service offering something that St. Johns County would like to require going forward?

Answer: Yes, the food service schedule is "at a minimum" per section E. Proposers are welcome to submit a food service schedule over and above the minimum requirement stated in the RFP.

2. On page 6 it states under Transportation that bus service will be provided on Tuesday, Wednesday and Thursday also. Currently the meal and bus transportation is provided on Tuesday and Thursday only. Is this change in service offering something that St. Johns County would like to require going forward?

Answer: The Players Community Senior Center requires transportation to be provided Tuesday, Wednesday, Thursday 8 a.m. - 3 p.m.

3. On page 6 it states regarding Hours of Operation that The Players Community Center will be open from 8am -3pm on Tuesday, Wednesday and Thursday. Currently the programming is provided from 8am-4pm on Tuesday, Wednesday and Thursday. Is this change in service offering something that St. Johns County would like to require going forward?

Answer: The Hours of Operation schedule is "at a minimum" per section C. Proposers are welcome to submit a schedule over and above the minimum requirement stated in the RFP.

THE RFP SUBMITTAL DUE DATE REMAINS THURSDAY MAY 10, 2018 BY 4:00 P.M.

Acknowledgment

Sincerely,

Signature and Date (Handwritten: Rebecca Gianni 3/2/18)

April Johnston
Procurement Coordinator

Rebecca Gianni, Executive Director
Printed Name/Title

St Johns County Council on Aging
Company Name (Print)

END OF ADDENDUM NO. 1



St. Johns County Board of County Commissioners

Purchasing Division

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Answer: The Players Community Senior Center requires transportation to be provided Tuesday, Wednesday, Thursday 8 a.m. – 3 p.m.

3. On page 6 it states regarding Hours of Operation that The Players Community Center will be open from 8am -3pm on Tuesday, Wednesday and Thursday. Currently the programming is provided from 8am-4pm on Tuesday, Wednesday and Thursday. Is this change in service offering something that St. Johns County would like to require going forward?

Answer: The Hours of Operation schedule is "at a minimum" per section C. Proposers are welcome to submit a schedule over and above the minimum requirement stated in the RFP.

THE RFP SUBMITTAL DUE DATE REMAINS THURSDAY MAY 10, 2018 BY 4:00 P.M.

Acknowledgment

Sincerely,

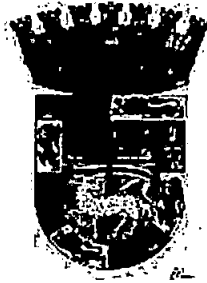
Signature and Date

April Johnston
Procurement Coordinator

Printed Name/Title

Company Name (Print)

END OF ADDENDUM NO. 1



**ST. JOHNS COUNTY
BOARD OF COUNTY COMMISSIONERS**

**RFP NO: 18-25
REQUEST FOR PROPOSALS**

Operation and Management of Community Centers

**St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine FL 32084**

FINAL 4/4/18

RFP NO: 18-25 Operation and Management of Community Centers

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St. Johns County, FL – RFP NO: 18-25 Operation and Management of Community Centers

PART I: ADVERTISEMENT

Notice is hereby given that St. Johns County, FL is soliciting responses for **RFP No: 18-25 – Operation and Management of Community Centers**. Interested and qualified respondents may submit RFP Packages, according to the requirements described herein, to the St. Johns County Purchasing Department. All RFP Packages are due by or before 4:00PM (EST) on **Thursday, May 10, 2018**. Any packages delivered to or received after the 4:00PM deadline will not be considered and shall be returned unopened to the addressee.

St. Johns County is soliciting responses from qualified and experienced firms to provide programs and senior services at two community centers located in St. Johns County. Senior centers serve as critical community focal points for elderly adults, offering a variety of activities that respond to the diverse needs and interests of their community and include, but are not limited to, nutrition programs, health and wellness services, fitness activities, information and assistance to community resources, and a variety of educational and cultural opportunities. Program development and delivery of services to be provided in accordance with terms, conditions and specifications provided herein.

RFP Packages are available for downloading from Onvia Demandstar, Inc., at their website www.demandstar.com, or by calling 800-711-1712 and requesting Document #18-25. Vendors registered with Demandstar may download most packages at no cost from the website. Download fees may apply to vendors not registered on the website. Packages are also available from the SJC Purchasing Department. When making a request provide the full company name, full company address, company phone number, primary contact and email address.

Any and all questions or requests for information relating to this Request for Proposal shall be **submitted in writing** to the Designated Point of Contact as provided below by or before close of business (5:00PM) on **Thursday, April 26, 2018**.

Designated Point of Contact: April Johnston, Procurement Coordinator
SJC Purchasing Department
500 San Sebastian View
St. Augustine FL 32084
Email: ajohnston@sjcfl.us

In the event the above referenced individual is unavailable or absent for more than 3 business days, interested firm may contact Jaime Locklear, Assistant Purchasing Manager at jlocklear@sjcfl.us.

Interested firms shall not contact any staff member of St. Johns County, except the above referenced individual, with regard to this RFP as stated in SJC Purchasing Code 304.6.5 “Procedures Concerning Lobbying”. All inquiries will be routed to the appropriate staff member for response.

RFP Packages **MUST** be submitted in a **SEALED** envelope/container and clearly marked on the exterior of the package: **RFP 18-25 - Operation and Management of Community Centers**. Each package submitted must have the respondent’s name and mailing address marked plainly on the outside of the envelope/container. Each package shall consist of one (1) original hard copy and one (1) exact electronic copy on a USB flash drive.

Deliver or Ship RFP Packages to: St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine FL 32084

Vendors shall not contact, lobby or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the RFP until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 “Procedures Concerning Lobbying”. According to SJC policy, any such communication shall disqualify the vendor or Contractor from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate or request for proposals and possible debarment for periods up to twelve (12) months.

Any bidder, proposer or person substantially and adversely affected by an intended decision or by any term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or Request for Proposals, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than seventy two (72) hours

(excluding Saturdays, Sundays, and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in St. Johns County's Purchasing Manual.

PART II: INTRODUCTION

A. Purpose:

Senior centers are places where older adults can access a range of activities and services to improve their health, well-being, and independence, and where people of all ages can actively engage in their community. Senior centers are an integral part of the aging service network, providing a trusted and welcoming place where older adults can connect to needed services. Senior centers are also important community and neighborhood hubs that raise awareness of aging issues, promote aging readiness and generate support for healthy aging in their communities. St Johns County is soliciting responses from qualified and experienced organizations to provide senior programs and services open to the general public during designated days and hours at The Trout Creek Community Center and The Players Community Senior Center.

B. Designated Point of Contact for Questions:

Any and all questions or requests for information relating to this Request for Proposal shall be submitted in writing to the Designated Point of Contact as provided below by or before close of business (5:00PM) on Thursday, April 26, 2018.

Designated Point of Contact: April Johnston, Procurement Coordinator
SJC Purchasing Department
500 San Sebastian View
St. Augustine FL 32084
Email: ajohnston@sjcfl.us

In the event the above referenced individual is unavailable or absent for more than 3 business days, interested firm may contact Jaime Locklear, Purchasing Manager at jlocklear@sjcfl.us.

Interested firms shall not contact any staff member of St. Johns County, except the above referenced individual, with regard to this RFP as stated in SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". All inquiries will be routed to the appropriate staff member for response.

C. Addenda:

Any and all clarifications, answers to questions, or changes to this RFP shall be provided through a County issued Addendum, posted on www.demandstar.com. Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered "unofficial" and shall not bind the County to any requirements, terms or conditions not stated herein.

The County shall make every possible, good faith effort to issue any and all addenda no later than seven (7) days prior to the due date for proposals. Any addenda issued after this date, shall be for material, necessary clarifications to the Request for Proposal.

D. Due Date & Location:

Packages submitted in response to this Request for Proposal must be delivered to, and received by the SJC Purchasing Department by or before four o'clock (4:00PM) on **Thursday, May 10, 2018**. Any packages received after the 4:00p.m. deadline will be deemed nonresponsive, and shall be returned to the addressee unopened.

RFP Packages shall be delivered to: St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084

E. RFP Response Packaging Instructions:

1. To be considered, submit one (1) original hard-copy containing all required documents and supplemental information

- and one (1) exact electronic copy on a USB flash drive.
2. RFP Packages must be in a **SEALED** envelope/container and clearly marked on the exterior of the package: “RFP No: **18-25 – Operation and Management of Community Centers**”.
 3. Each package submitted must also have the respondent’s company name and mailing address marked plainly on the exterior of the envelope/container.
 4. Affix label, found at the end of this RFP document, to sealed envelope/container.

F. Contract Award:

Recommendation shall be made to the Board of County Commissioners by County Staff to enter into negotiations with the highest ranked firm with the intention of coming to agreement over terms, conditions, and pricing in order to award a Contract for the services described herein. St. Johns County reserves the right to accept or reject any or all bids/proposals, waive minor formalities, and to award the bid/proposal that best serves the interests of St. Johns County.

G. Contract Performance:

At any point in time during the term of the Contract with the awarded Consultant, County Staff may review records of performance to ensure that the Contractor is continuing to provide sufficient financial support, equipment and organization as prescribed herein. The County may place said contract on probationary status and implement termination procedures if the County determines that a Contractor no longer possesses the financial support, equipment and organization which would have been necessary during the RFP evaluation period in order to comply with this demonstration of competency section.

All of the terms and conditions of the County’s Purchasing Manual are incorporated by reference and are fully binding.

PART III: SCOPE OF SERVICES

A. General Information:

St. Johns County is soliciting responses from qualified and experienced firms to provide programs and senior services at two community centers located in St. Johns County. Senior centers serve as critical community focal points for older adults, offering a variety of activities that respond to the diverse needs and interests of their community and include, but are not limited to, nutrition programs, health and wellness services, fitness activities, information and assistance to community resources, and a variety of educational and cultural opportunities.

B. Required Program Components

The awarded firm must provide outreach to the community and at a minimum, offer one (1) program from each category listed below for a total of at least three (3) programs per month, each month, either directly or in partnership with another agency or program.

1. Health Promotion, Wellness, and Fitness

Educate, support and provide opportunities for people to make choices to improve health, well-being and fitness. Examples include health screening (blood pressure, blood glucose checks), health education, exercise classes designed for older adults, foot care, and training to self-manage chronic conditions.

2. Education, Recreation, Socialization, and Personal Growth

Scheduled activities or opportunities led by paid staff that are designed to build relationships among clients, teach new skills, and/or enhance and use participants’ skills. Examples include guest lecturers, cultural activities, computer classes, card and board games, crafts, dances, classes/workshops, trips/excursions, volunteer programs, and leadership development programs.

3. Social Services

Social service assistance provided by a qualified staff member or volunteer. Examples include, but are not limited to: providing information to help clients access services; providing information on public benefits programs (food stamps, Medicare, Supplemental Security Income, emergency assistance); helping clients fill out insurance, benefit, or entitlement eligibility forms and applications; and connecting clients to resources.

C. Hours of Operation

At a minimum, each Center shall be open and accessible to patrons during the hours of operation provided below. Any changes to this schedule shall be approved by the County prior to the implementation of any change.

1. Trout Creek Community Center, 6795 Collier Road, Orangedale, FL 32092.

Hours of Operation: Monday, Wednesday and Friday 8 a.m.-1 p.m.

2. The Players Community Senior Center, 175 Landrum Lane, Ponte Vedra, FL 32082

Hours of Operation: Monday 8 a.m.-noon

Tuesday, Wednesday, Thursday 8 a.m.-3 p.m.

Friday noon- 4 p.m.

D. Transportation

The awarded firm shall be required to provide transportation for patrons living within a twenty (20) mile radius of each facility during hours of operation on days that meals are served: Trout Creek Center: Monday, Wednesday and Friday 8 a.m. -1 p.m.; The Players Community Senior Center: Tuesday, Wednesday, Thursday 8 a.m. – 3 p.m. Transportation shall be made available with the use of at least two (2) handicap accessible buses. The provider shall be responsible for providing and maintaining a registration process for interested passengers. By submitting a proposal in response to the RFP of which this Scope of Service is a part, the Contractor acknowledges that the Contract will require adherence to all federal and state standards which govern its drivers. By submitting a proposal Contractor further acknowledges that all driver hiring, pre-qualifications, testing, and training shall be in accordance with applicable state and federal requirements, in addition to the requirements specified in this section. All drivers must maintain a bi-annual FDOT physical examination and have pre-employment, post-accident/incident, for cause, and random drug and alcohol testing, by a County approved testing facility; the statistical results of which shall be reported to the County. Before hiring or assigning a driver to service the Contractor shall conduct or have conducted a Level II background check based on the driver's social security number. No driver shall be hired or assigned to the Agreement if a violation of Section 435.04, Florida Statutes, would occur. Proof of satisfactory completion of a physical examination and drug test of each driver shall be maintained in a driver file, along with other information as may be required by the County, at the Contractor's operating facility. Contractor agrees to maintain a file on each driver that includes copies of their annual motor vehicle records check, record of complaints, commendations and accident/incident reports, and documentation of training completed. In compliance with the Florida Department of Transportation, Contractor agrees to maintain a separate confidential physical and drug screen file.

- Drivers shall be expected to assist disabled, elderly, and other special need passengers in boarding/exiting the bus as necessary.
- Drivers shall not discuss aspects of the operations and vehicle maintenance with passengers which may be construed to be undermining the system operation.
- Drivers must be properly licensed in the State of Florida to provide this type of service.
- Possess a safe driving record;
- Have received no more than two (2) moving violations within the last three (3) years prior to application for this program;
- Have received no more than one (1) moving violation within the last twelve (12) months;
- Have three (3) full subsequent years with no violations, if license has ever been revoked;
- All drivers must complete Contractor's formal training program and be licensed with a valid Florida Class B Operator's License with proper endorsements prior to entering revenue service;

E. Food Service

At a minimum, the provider shall be required to provide a lunchtime meal on the following days: Trout Creek Center: Monday, Wednesday and Friday; The Players Community Senior Center: Tuesday, Wednesday, Thursday.

All meals and menu items shall be designed in accordance with the nutritional guidelines and the health and safety standards and regulations of the Food & Nutrition Board, USDA and the U.S. Department of Health and Human Services. All meals shall be prepared onsite and be ready for serving at 11:45a.m. for a congregate meal.

The provider shall be responsible for hiring sufficient staff to provide the required food service. All staff shall be required to obtain and maintain throughout the duration of the contract, any and all certifications required for performing food preparation services, in accordance with Chapter 509, Florida Statutes, and all other applicable federal, state, and local, regulations, laws and codes.

F. Onsite Kitchen and Equipment

The County has provided the following equipment in each community center kitchen. This equipment may be used by the provider, but remains the property of the County. The provider shall be required to furnish any and all other equipment necessary to provide the services required by this contract.

The Players Community Senior Center kitchen is available for meal preparation and is equipped with the following equipment:

- 2 steel prep stations 1 with a sink
- Triple freezer
- Hand washing station
- Dishwasher, dish washing station
- Triple sinks
- Large walk in cooler
- Commercial Grade gas stove
- Commercial grade tilt steamer
- Microwave
- Triple Over
- Baking rack oven
- Warming Station

The Trout Creek Community Center kitchen is available for meal preparation and is equipped with the following equipment:

- Residential electric oven
- Warming station
- Hand washing station
- Triple sink
- Stainless steel prep racks

PART IV: CONTRACT REQUIREMENTS

A. Contract Agreement & Term:

The intent of this RFP is to select the number one ranked firm through the evaluation process and to award a contract upon successful negotiations to that firm. It is anticipated that St. Johns County will issue a professional services contract for the duration of the project. The Contract Agreement shall be on a form furnished by the County.

In the event that a Contract Agreement is attached to the RFP, such attached Contract Agreement is for discussion purposes only, and not necessarily reflective of any Contract that may be ultimately entered into by the County. In the event that a Contract Agreement is not attached to the RFP, it is expressly understood that the Board of County Commissioner's (Board's) preference/selection of any proposal does not constitute an award of a Contract Agreement with the County. It is anticipated that subsequent to the Board's preference/selection of any Proposal, Contract Negotiations will follow between the County and the selected Respondent. It is further expressly understood that no contractual relationship exists with the County until a Contract has been executed by both the County, and the selected Respondent. The County reserves the right to delete, add to, or modify one or more components of the selected Respondent's Proposal, in order to accommodate changed or evolving circumstances that the County may have encountered, since the issuance of the RFP.

If a Contract is awarded, the initial contract term shall be a period of three (3) calendar years, providing satisfactory performance has been maintained by the Contractor, availability of appropriated funds, and the County has a continued need for the services. The Contract shall have one (1) available two (2) year renewal period that is exercisable by the County. The renewal period is contingent upon satisfactory performance by the Contractor, approval by the Parks and Recreation Department, and SJC Purchasing Manager, or their designees. The County is under no obligation to exercise any available renewal with the Contractor.

B. Insurance Requirements:

The Contractor shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by the County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Contractor shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Contractor has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Contractor of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida

500 San Sebastian View
St. Augustine, FL 32084

The Contractor shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate to protect the Contractor from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Contract, whether such operations be by the Contractor or by anyone directly employed by or contracting with the Contractor.

The Contractor shall maintain during the life of the contract, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

The Contractor shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability to protect the Contractor from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Contractor or by anyone directly or indirectly employed by a Contractor.

The Contractor shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as is required by the law for all of its employees per Florida Statute 440.02.

The Contractor shall maintain Umbrella or Excess Liability Insurance covering workers compensation, commercial general liability and business auto liability with minimum limits of liability of \$1,000,000.

In the event of unusual circumstances, the County Administrator, or his designee, may adjust these insurance requirements.

C. Indemnification:

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless St. Johns County, Florida, and employees from and against liability, claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from performance of the Work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction to tangible property (other than the Work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Consultant, a Subconsultant, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

In claims against any person or entity indemnified under this Paragraph by an employee of the Consultant, a Subconsultant, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Sub-Contractor under workers' compensation acts, disability benefits acts or other employee benefit acts.

D. Licenses, Permits & Fees:

The Contractor shall be responsible for obtaining, maintaining, holding and displaying any and all necessary licenses, permits, certifications required to perform the work described herein throughout the duration of the Contract. Payment of any fees or fines resulting in the lack of permits, licenses or certifications shall be the sole responsibility of the Consultant.

E. Governing Laws & Regulations:

It shall be the responsibility of the Contractor to be familiar and comply with any and all federal, state, and local laws, ordinances, rules and regulations relevant to the services to be performed under this Contract. The Contract Agreement shall be governed by the laws of the State of Florida and the County both as to interpretation and performance.

F. Termination:

Failure on the part of the Contractor to comply with any portion of the duties and obligations under the Contract Agreement shall be cause for termination. If the Contractor fails to perform any aspect of the responsibilities described herein, St. Johns County shall provide written notification stating any and all items of non-compliance. The Contractor shall then have fourteen (14) consecutive calendar days to correct any and all items of non-compliance. If the items of non-compliance are

not corrected, or acceptable corrective action, as approved by the County, has not been taken within the fourteen (14) consecutive calendar days, the Contract Agreement may be terminated by St. Johns County for cause, upon giving seven (7) consecutive calendar days written notice to the Consultant.

In addition to the above, the County may terminate the Contract Agreement at any time, without cause, upon thirty (30) days written notice to the Consultant.

G. Sub-Contractors:

If the Contractor elects to sub-contract with any firm, for any portion of the work, the Contractor shall be responsible for all work performed by any sub-contract and the Contractor shall not be relieved of any obligations under this Contract.

Each Respondent shall submit a list of proposed sub-contractors to be used if awarded the contract. Each Respondent must provide a list of Sub-Contractors, under Section 3 Qualifications of Company and Staff, and attach a copy of any and all licenses and certificates for each sub-contractor listed and submit with each copy of the RFP Package. If no sub-contractors are proposed, so state there on.

At any time, the County may, at its discretion, require any Respondent to submit all relevant data required to establish to the satisfaction of the County, the reliability and responsibility of the proposed sub-contractors to furnish and perform the work proposed.

Prior to the award of the Contract, the County will notify the Respondent in writing if the County, after due investigation, has reasonable and substantial objection to any person or organization proposed as a sub-contract. The Respondent then may, at his option, withdraw his RFP Package, or submit an acceptable substitute at no increase in price. If the Respondent fails to submit an acceptable substitute within seven (7) days of the original notification, the County then may disqualify the Respondent, at no cost to the County.

The County reserves the right to disqualify any Consultant, Contractor, Sub-Contractor, Vendor, or material supplier due to previously documented project problems, either with performance or quality.

Sub-contractors and other persons and organizations proposed by the Respondent and accepted by the County, must be used on the work for which they were proposed and accepted and shall not be changed except with the written approval of the County.

H. Background Screenings:

The Contractor shall be required to perform background screenings on any and all employees and other personnel, including subcontractors that will perform services, at any time, on County property, under the awarded Contract. The Contractor shall certify, in writing, that all personnel proposed to perform work under the awarded Contract have been screened through the appropriate method outlined below, prior to any work being performed. Any and all Contractor provided personnel performing services on County property, under the awarded Agreement, must be properly screened, and must meet the criteria provided below:

1. Level I Background Screenings are required for any and all Contractor provided personnel performing services on County property. Background screenings include, but are not limited to, national and local criminal history, driver license record, national sexual offender, and employment history.
2. Level II Background Screenings are required for any and all Contractor provided personnel as specified in Chapter 435.06, Florida Statutes.
3. Contractor provided personnel who undergo a Level I or Level II Background Screening and who are awaiting final disposition of a felony case, or who, in the past ten (10) years were found guilty of a felony offense, have had adjudication withheld in a felony case, entered into a pre-trial intervention in a felony case, or have been found guilty of any crimes involving drugs and/or theft may not perform any services under the awarded Agreement, if it is determined that the arrest record and/or the Court's action is relevant to the position and therefore makes the individual unsuitable to perform services on County property.

The awarded Contractor shall be required to make any and all records from background screenings of Contractor provided personnel available to the County for review/audit, upon request from the County. The Contractor shall be responsible for obtaining any and all necessary permissions from the screened individuals allowing the transmission of records to the County for review.

Any and all subcontractors performing work under the direction of the Contractor shall be required to comply with the same background check requirements as provided herein

PART V: RFP SUBMITTAL REQUIREMENTS & EVALUATION

A. Respondent Responsibilities:

Respondents are responsible for any and all costs associated with developing and submitting an RFP Package in response to this Request for Proposal. Respondents are also solely responsible for any and all costs associated with interviews and/or presentations requested by the County. It is expressly understood, no Respondent may seek or claim any award and/or reimbursement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Respondent, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Respondent.

All RFP Packages received in response to this Request for Proposal shall become the property of St. Johns County and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of St. Johns County.

By submitting an RFP Package, each Respondent certifies that the proposer has fully read and understands any and all instructions in the Request for Proposal, and has full knowledge of the scope, nature, and quality of work to be performed. All RFP Packages submitted shall be binding for one hundred twenty (120) consecutive calendar days following the submittal due date.

B. Minimum Qualifications

The following are minimum qualification requirements that solicitation Respondents must meet in order to be eligible to submit a proposal. Responses must clearly show compliance to these minimum qualifications.

- Respondent must be currently licensed to do business in the State of Florida.
- Respondent must have a minimum of one (1) or more on site personnel per facility currently certified in CPR and AED.
- Any and all certifications required for performing food preparation services, in accordance with Chapter 509, Florida Statutes, and all other applicable federal, state, and local, regulations, laws and codes
- Respondent must maintain a bi-annual FDOT physical examination and have pre-employment, post-accident/incident, for cause, and random drug and alcohol testing, by a County approved testing facility for any driver assigned to the transportation service.

C. RFP Package Submittal Format:

The RFP Package format must sufficiently address and demonstrate all required components, and follow the order of sections described below. The aim of the required format is to simplify the preparation and evaluation of the RFP Packages.

All RFP Packages must include the following components:

<u>Section</u>	<u>Topic</u>
1	RFP Qualification Cover Page
2	Cover Letter
3	Qualifications of Company and Staff
4	Experience of Company and Staff
5	Proposed Approach / Program Design
6	Total Cost Proposal
7	Administrative Information

D. Trade Secrets:

To qualify any submitted information as Trade Secret, or confidential, the Respondent must mark each page of the submitted RFP Package or specific portion of a document as "trade secret." All material marked as a trade secret must be separated from all non-trade secret material, such as being submitted in a separate envelope clearly marked as "trade secret."

If the County receives a public records request for a document or information that is marked and certified as a trade secret, the County shall release any information not verified as "trade secret", in accordance with applicable Public Records laws.

To invoke the provisions of Florida Statute 812.081, Trade Secrets, or other applicable law, the requesting firm must complete an Affidavit for Trade Secret Confidentiality, signed by an officer of the company, and submit the affidavit with the information classified as "Trade Secret" with other proposal documents. The affidavit must reference the applicable law

or laws under which trade secret status is to be granted.

E. Public Records:

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

F. Use of County Logo:

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida

G. RFP Package Components:

All of the components outlined below must be included with each copy of the RFP Package and submitted as follows: one (1) original hard copy original on and one (1) exact electronic copy on USB drive, submitted in a sealed envelope or container labeled with Company name and RFP Number and name. Additionally, all headings, sections and sub-sections shall be identified appropriately. In order to insure a uniform review process and to obtain the maximum degree of comparability, it is recommended that proposals be organized in the manner specified as follows:

Section 1: RFP Package Cover Page (Complete and Submit)

Section 2: Cover Letter

Respondents shall provide a cover letter. Include the original signed cover letter with the original proposal and a copy of the cover letter with each copy of the proposal. The cover letter should provide the following:

- Respondent's name, contact person, business address, phone number, fax number and e-mail address
- A brief statement of the respondent's understanding of the services required.
- Profile - Provide a brief company background statement to include, but not limited to, years in business, company size, corporate structure, types of services offered, and professional affiliations.
- Provide a Company Staff Organization Chart.
- Provide a detailed description of how recruiting and staffing will be provided.

Section 3: Qualifications of Company and Staff

In this section, Respondents shall provide evidence that the firm is properly licensed and qualified to perform the work by submitting a brief summary of the firm's overall capabilities relative to Operation and Management of Community Centers as outlined in the scope of work within the last five (5) years.

- Proper and valid licensing to conduct business in the State of Florida
- Current Applicable Certification(s) including AED and CPR Training
- Include a list of proposed sub-contractors with credentials and qualifications

Section 4: Experience of Company and Staff

In this section, respondent shall provide documentation to fully demonstrate any and all prior experience and past performance in providing senior center services in the last five (5) years, including past experience providing at least three of the four required program components as specified herein.

- Provide a list of the positions necessary to perform the Scope of Work, and identify staff to be assigned to the program; describe individuals' experience and expertise in providing similar services with other senior care programs in the last five (5) years. The list is to show the name of the position, the quantity of personnel required by position to perform the work, and whether the position is a full-time or part-time position.
- Include a one (1) page resume for each key personnel. The resumes shall at a minimum include the following:
 - Previous work history
 - Previous training
 - Education

- Industry involvement

Section 5: Proposed Approach / Program Design

In this section, respondent shall provide a narrative (limit narrative to 3-4 pages) demonstrating the ability to consistently deliver high quality, cost effective services that improve the health, well-being and independence of the senior population. High quality services are those that: Respond to the needs and interests of a diverse population of older adults from different cultural, generational and socioeconomic backgrounds, and with increasingly complex social and physical needs; Employ strategies to increase participation from older adults who do not regularly attend senior centers.

- Outline the key service components of your program.
- Describe the programs and activities that will be provided under the required program components listed on page 5.
- Describe the marketing, advertising and public outreach program for the purpose of reaching and engaging the community.
- Describe how the senior center will collaborate and partner with other organizations to deliver services.
- Provide a fee schedule for all fees associated with programming, transportation and meals. Provide a list of membership fees and class/activity fees, if applicable. Describe what activities older adults may participate in at a discounted rate and/or without paying a membership or class fee, if any. If fees cannot be reduced or waived, please explain why.

Section 6: Total Annual Cost Proposal

Respondents must submit a proposal for the services to be provided under this contract on an annual basis.

Section 7: Administrative Information

Please include the following:

- **Proof of Liability Insurance and its limits**
- **Drug Free Work Place Form (Complete and Submit)**
- **RFP Affidavit (Complete and submit)**
- **RFP Affidavit of Solvency (Complete and Submit)**
- **Copies of Conflict of Interest Forms**
- **Claims, Liens, Litigation History**
- **Acknowledged Addenda**

H. Evaluation of Responses:

All properly submitted RFP Packages shall be evaluated by an Evaluation Committee. Each Evaluation Committee Team Member will receive a set of all of the RFP packages submitted, a copy of the RFP document with all issued Addenda, and an Evaluator's Score Sheet. The Team shall then evaluate each RFP Package according to the criteria described herein. Each Evaluation Team Member shall evaluate the RFP Packages individually, with no communication, coordination, or influence from any other Evaluation Team Member, or any other individual. Scores for each Respondent shall be recorded on the Evaluator's Score Sheet. A public Evaluation Meeting will be held by the SJC Purchasing Department to record the scores from each Evaluation Committee Member, and rank the firms' scores highest to lowest.

The County desires to avoid the expense to all parties of unnecessary presentations; however, the County may elect to conduct oral interviews or presentations from one or more of the respondents in order to make a final determination of the top rankings. If the County elects to conduct oral interviews or presentations, selected firms will be notified. All such presentations or interviews shall be open to the public.

County Staff may consider any evidence available regarding financial, technical, other qualifications and abilities of a respondent, including past performance (experience) with the County prior to recommending approval of award to the St. Johns County Board of County Commissioners.

The St. Johns County Board of County Commissioners reserves the right to reject any or all proposals, waive minor formalities or award to/negotiate with the firm whose proposal best serves the interest of the County.

I. Evaluation Criteria:

It is the intention of St. Johns County to evaluate, and rank the respondents that submit RFP Packages from highest to lowest utilizing the evaluation criteria listed below.

Evaluation of the responses to this RFP will comply with the specific criteria as follows:

<u>Evaluation Criteria:</u>	<u>Maximum Points Per Evaluator:</u>
A. Qualifications of Company and Staff	25
B. Experience of Company and Staff	25
C. Proposed Approach / Program Design	45
D. Total Cost Proposal	20
Total Maximum Points Possible for Proposals:	115

J. Recommendation for Award

It is the intent of County Staff to make a recommendation for award to the St. Johns County Board of County Commissioners for the highest ranked firm based on the evaluation of responsive, submitted RFP Packages. Recommendation shall be to approve the award and authorize the negotiations with the highest ranked firm, and upon successful negotiations, enter into a Contract Agreement. If negotiations with the highest ranked firm are unsuccessful, the County reserves the right to discontinue negotiations with the highest ranked firm and begin negotiations with the subsequently ranked firms until agreement can be reached over terms and conditions, or until the County determines that continuing with negotiations is not in the best interest of the County.

K. Protest Procedures

Any respondent adversely affected by an intended decision, or by any term, condition, or procedure or specification with respect to this Request for Proposals, shall file, with the SJC Purchasing Department a written Notice of Protest, no later than seventy two (72) hours (excluding Saturdays, Sundays, and legal holidays for employees of St. Johns County) after the posting, either electronically, or by other means, of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The full protest procedures may be obtained from the SJC Purchasing Department, and are included in St. Johns County's Purchasing Manual. All terms and conditions of the County's Purchasing Manual are incorporated into this Request for Proposals by reference, and are fully binding.

PART VII:- ATTACHMENTS/FORMS

RFP NO: 18-25 Operation and Management of Community Centers

COVER PAGE

SUBMIT ONE (1) ORIGINAL HARD COPY & ONE (1) EXACT ELECTRONIC PDF COPY ON USB DRIVE IN A SEALED ENVELOPE OR CONTAINER TO:

**PURCHASING DEPARTMENT
ST. JOHNS COUNTY
500 SAN SEBASTIAN VIEW
ST. AUGUSTINE FLORIDA 32084
ATTN: April Johnston, Procurement Coordinator**

COMPANY NAME: _____

COMPANY CONTACT: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

DATE: _____

**RFP NO: 18-25 Operation and Management of Community Centers
St. Johns County Board of County Commissioners
Drug-Free Workplace Form**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

_____ does:

Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Signature

Date

RFP NO: 18-25 Operation and Management of Community Centers

AFFIDAVIT

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF _____ COUNTY OF _____ Before me, the undersigned authority, personally appeared _____ who, being duly sworn, deposes and says he is _____ (Title) of _____ (Firm) the respondent submitting the attached proposal for the services covered by the RFP documents for RFP No: 18-25 Operation and Management of Community Centers. The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

(Proposer)

By _____

(Title)

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 20____, by _____ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced _____ as identification.

Notary Public

My commission expires:

VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.

RFP NO: 18-25 Operation and Management of Community Centers

AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF {insert entity name}, being of lawful age and being duly sworn I, {insert affiant name}, as {insert position or title} (ex.CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this ___ day of _____, 20__.

Signature of Affiant

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to before me this ___ day of _____, 20__, by _____
who personally appeared before me at the time of notarization, and who is personally known to me or who has produced _____
_____ as identification.

Notary Public

My commission expires:

RFP NO: 18-25 Operation and Management of Community Centers

St. Johns County Board of County Commissioners

CONFLICT OF INTEREST DISCLOSURE FORM

Project (RFP) Number/Description: RFP NO: 18-25 Operation and Management of Community Centers

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a consultant's/contractor's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultants/Contractors, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the consultant's/contractor's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.

The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent: _____

Authorized Representative(s): _____
Signature Print Name/Title

Signature Print Name/Title

RFP NO: 18-25 Operation and Management of Community Centers

CLAIMS, LIENS, LITIGATION HISTORY

(Complete and Submit)

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subcontractor) or been sued by or had a formal claim filed by an owner, subcontractor or client resulting from a dispute? Yes _____ No _____ If yes, please attach additional sheet(s) to include:

Description of every action Captions of the Litigation or Arbitration

Amount at issue: _____ Name (s) of the attorneys representing all parties:

Amount actually recovered, if any: _____

Name(s) of the project owner(s)/manager(s) to include address and phone number:

2. List all pending litigation and or arbitration.
3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.
4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

5. Have you ever abandoned a job, been terminated or had a performance/surety bond called to complete a job? Yes _____ No _____ If yes, please explain in detail:

6. For all claims filed against your company within the past five-(5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes _____ No _____ If no, please explain why? _____

7. List the status of all pending claims currently filed against your company:

Liquidated Damages

1. Has a client ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes _____ No _____ If yes, please explain in detail: _____


(Use additional or supplemental pages as needed)

PART IX: SEALED RFP MAILING LABEL

RFP NO: 18-25 Operation and Management of Community Centers

**Cut along the outer border and affix this label
to your sealed bid envelope to identify it as a
"Sealed RFP"**

SEALED RFP • DO NOT OPEN	
SEALED RFP NO.:	RFP 18-25
RFP TITLE:	Operation and Management of Community Centers
DUE DATE/TIME:	By 4:00PM – May 10, 2018
SUBMITTED BY:	Company Name
	Company Address
	Company Address
DELIVER TO:	St. Johns County Purchasing Dept. ATTN: April Johnston 500 San Sebastian View St St. Augustine FL 32084



END OF DOCUMENT