

THIS AGREEMENT, made and entered into this 5th day of Aug, 2010, is by and between the City of Fort Lauderdale, a Florida municipality, ("City"), whose address is 100 North Andrews Avenue, Fort Lauderdale, FL 33301-1016, and Susan Gillis, an Individual, ("Contractor"), whose address and phone are 902 NE 37th Street, Oakland Park, FL 33334, Phone: 954-612-1297, E-Mail Address: gillissi@msn.com.

WHEREAS, the City issued Request for Proposal 705-10516 ("RFP"), and the Contractor submitted a bid in response to the RFP; and

WHEREAS, on July 7, 2010, the City Commission of the City of Fort Lauderdale approved an agreement with Contractor for the goods or services described in the RFP (Pur-12, CAR No. 10-0959);

NOW, THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the City and the Contractor covenant and agree as follows:

1. The Contractor agrees to provide to the City historic research and consulting services in accordance with and in strict compliance with the specifications, terms, conditions, and requirements set forth in the RFP and any and all addenda thereto beginning AUGUST 5, 2010, and ending January 31, 2012.

2. This contract form G-110 Rev. 01/10, the RFP, any and all addenda to the RFP and the Contractor's response thereto, and the Contractor's proposal in response to the RFP are integral parts of this Contract, and are incorporated herein.

3. In the event of conflict between or among the contract documents, the order of priority shall be as follows:

- First, this contract form, G-110 Rev. 01/10;
- Second, any and all addenda to the City's RFP in reverse chronological order;
- Third, the RFP;
- Fourth, the Contractor's response to any addendum requiring a response;
- Fifth, the Contractor's response to the RFP.

4. The Contractor warrants that the goods and services supplied to the City pursuant to this Contract shall at all times fully conform to the specifications set forth in the RFP and be of the highest quality. In the event the City, in the City's sole discretion, determines that any product or service supplied pursuant to this Contract is defective or does not conform to the specifications set forth in the RFP the City reserves the right unilaterally to cancel an order or cancel this Contract upon written notice to the Contractor, and reduce commensurately any amount of money due the Contractor.

5. The City may cancel this Contract upon written notice to the Contractor in the event the Contractor fails to furnish the goods or perform the services as described in the RFP within 30 days following written notice to the Contractor.

6. The Contractor shall not present any invoice to the City that includes sales tax (85-8012514506C-7) or federal excise tax (59-6000319).

7. Contractor shall direct all invoices in duplicate for payment to Finance Department, City of Fort Lauderdale, 100 N. Andrews Avenue, 6th Floor, Fort Lauderdale, FL 33301. Any applicable discount MUST appear on the invoice.

8. The Contractor's hourly rate is \$35 per hour. The total amount paid Contractor pursuant to this Contract shall not exceed \$35,000.

IN WITNESS WHEREOF, the City and the Contractor execute this Contract as follows:

CITY OF FORT LAUDERDALE
By: [Signature]
Director of Procurement Services

Approved as to form:
[Signature]
Senior Assistant City Attorney

CONTRACTOR
By: [Signature]
Print Name: Susan J. Gillis

STATE OF Florida
COUNTY OF Broward

The foregoing instrument was acknowledged before me this 1 day of August, 2010, by Susan Gillis.



[Signature]
Notary Public, State of Florida
(Signature of Notary Public)
Carolyn M. Patchett
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced identification _____
Type of Identification Produced _____

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: It is preferred that bids/proposals be submitted electronically at www.bidsync.com, unless otherwise stated in the bid packet. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: If responding to this solicitation through BidSync, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version. All fields below **must** be completed. If the field does not apply to you, please note N/A in that field.

Submitted by: Susan Gillis (signature) 6/1/2010 (date)

Name (printed) Susan Gillis Title: CONTRACT

Company: (Legal Registration) _____ COPY

CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/>).

Address: 902 NE 37 ST

City Oakland Park State: FL Zip 33334

Telephone No. 954 612 1297 FAX No. _____ Email: gillissj@msn.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): _____

Payment Terms (section 1.03): 30 dys Total Bid Discount (section 1.04): _____

Does your firm qualify for MBE or WBE status (section 1.08): MBE WBE

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.

Date Issued

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. **HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS.** If this section does not apply to your bid, simply mark N/A in the section below.

Variances:

N/A

Tab 2: Statement of qualifications Gillis

Statement of Qualifications

As an applicant for the position of historical research consultant for the city's centennial celebration committee, I understand the issues and opportunities associated with the project. I am uniquely qualified for this project due to my extensive knowledge of local history and previous publications on the subject. As the former curator of collections at the Fort Lauderdale Historical Society, I have extensive knowledge of the available historical resources at that institution. In addition, I have worked with and am familiar with additional materials on Fort Lauderdale history available at venues such as the Broward County Historical Commission, the Broward County main library (Fort Lauderdale News microfilm,e.g.), and the city's own building permit records (for historic building research). In my capacity as museum curator and curatorial consultant for over thirty years, I have been both involved with and overseen the design and production of many of the products enumerated as deliverables in this rfp including exhibitions, printed tours and maps, school educational materials, slide shows and scripts, and heritage markers.

Tab 3: Preliminary Scope of Services Gillis

Proposed scope of services for centennial historian:

I propose to compile relevant historical information to serve as content for educational resources relevant to the city of Fort Lauderdale's 100th anniversary celebration. To complete this task I will be:

- Available to work out of the Fort Lauderdale History Center 15-20 hours per week for a minimum of 1000 hrs through 1/31/2012.
- Able to provide own phone, computer, email, and internet access to correspond with committee and others
- Willing to attend meetings as needed

My qualifications for completion of this project include:

- Authorship of four books on Fort Lauderdale history and co-authorship of another; authorship of many articles and publications on same
- Experience with working with a variety of groups including the general public, educators and students, civic groups, city employees, etc.
- Ability to prioritize and manage multiple assignments
- Understanding of the availability and source of research materials; how to assess and share information
- Experience handling fragile documents and photographs

I am prepared to provide the following services:

- Assistance to neighborhood groups compiling their community histories or tours
- Attend meetings as needed
- Report findings to appropriate city staff or centennial committee

I will also provide historical research for the following deliverables :

- Four traveling "centennial exhibits" (see attached samples)
- Four traveling "history trunks" for school curriculum (see attached samples)
- Additional content for educational materials for schools
- State heritage marker information and documentation
- City park historic plaque information and documentation
- Scripts/ presentations for speakers bureau (see attached sample)
- Content for walking tours and historic site maps for city neighborhoods
- Archives of centennial activities for posterity

In completion of this project, I will make use of a number of resources for historical information in this project including the extensive collections of the Fort Lauderdale Historical Society and Broward County Historical Commission, my personal local history research files, and interviews with long time residents as needed.

Due to time constraints, I propose that content for the traveling exhibits and trunks be first priority for this project. Both will require considerable design and production time once content decisions have been made. *Please see the appendix for proposed examples of deliverables listed in this RFP.*

Tab 4: Experience Gillis

Experience in providing similar services

As a museum professional and historian, I have over thirty years of experience in providing services similar to those required for this project. As a staff member and consultant I have

- worked on many exhibitions and traveling exhibitions large and small, from inception to production.
- assisted educators at various institutions with the research and planning for school curricula and hands-on artifacts similar to the "history trunks"
- researched and written a number of historic sites tours
- researched and designed many slide presentations and lectures on a variety of local history subjects
- researched and written a number of historic sites plaques, including a state marker
- done extensive local history research for my own publications on local history.

Tab 5: Persons who will work on project Gillis

For this project, I will work on my own if awarded this contract:

Susan Gillis, historian and curatorial consultant

Tab 6: Client references Gillis

Similar services primarily provided as staff member for various institutions—**please see attached resume in appendix.**

Clients for whom I have performed similar services:

Stranahan House
335 SE 6th Street
Fort Lauderdale, FL 33301
(954) 524 4736
Barbara Keith, Executive Director
barbekeith@aol.com

I have worked for Stranahan House as a consultant on a number of occasions. In 2000, I provided a research guide and actually acquired period artifacts for the renovated kitchen and other areas of the house for a state grant project. In ca. 2006, I assisted the SH in preparing the application for local historic designation for the adjacent Stranahan Camp site. Fees were \$50/hr.

Butler House
380 E Hillsboro Boulevard
Deerfield Beach, FL 33441
(954) 429 0738
[at the time Dale Allen, Executive Director] current director is Carolyn Morris
carolyn.morris@deerfield-history.org

In 2001, I provided guidelines for a suggested interpretive plan for the historic Butler House and its furnishings and collections in compliance with a state preservation grant project. In conjunction with the project, I researched the artifacts and features within the house. Fee was \$50/hr.

Tab 7: City agencies proposer has had contract with Gillis

I have had no contract or agreement with any city agency within the past three years.

Tab 8: Cost information Gillis

Cost information:

My hourly rate for historical research and consulting services as outlined in Tab 3 scope of services would be \$35.00/ hour.



Additional hours cost:

Hourly rate to be billed for additional services that might be required but not specifically requested in RFP would be \$35.00/ hour.

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

<u>NAME</u>	<u>RELATIONSHIPS</u>
<u>Susan Gillis</u>	_____
_____	_____
_____	_____
_____	_____

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

Appendix: Deliverables (examples) Gillis 2010

Ideas for Centennial Exhibits

Fort Lauderdale at 100: Gateway to the Everglades (Fort Lauderdale 100 years ago and its farming heritage)

Possible themes to include:

1890s-1920 or pioneer era

New River

Coming of the railroad

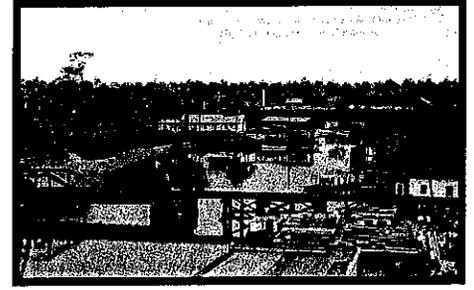
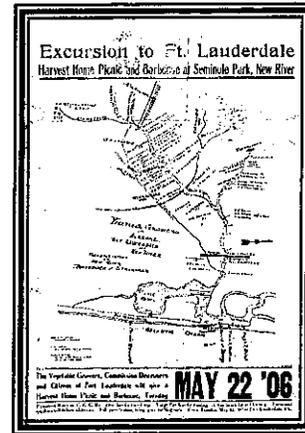
Farming heritage

Everglades drainage project

Riverport and "downtown" Fort Lauderdale

Three "communities" within Fort Lauderdale:

white, African American, Seminole



Fort Lauderdale at 100: Tropical Wonderland (The city during the "boom and bust" of the 1920s-30s)

Possible themes to include:

1920s land boom

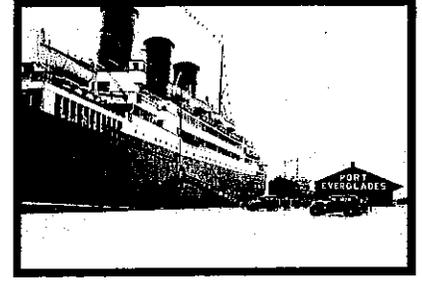
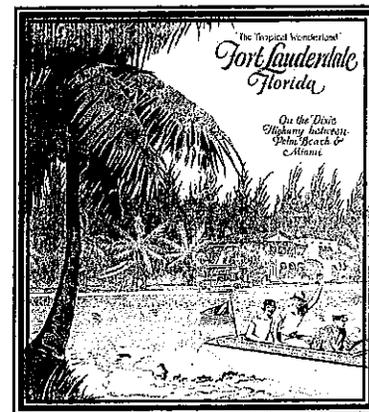
Growth of Andrews Avenue and downtown

Boom era neighborhoods (Croissant Park etc.)

1926 hurricane

Port Everglades

Great Depression

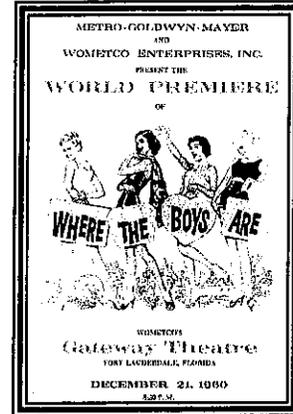


Appendix: Deliverables (examples) Gillis 2010

Ideas for Centennial Exhibits

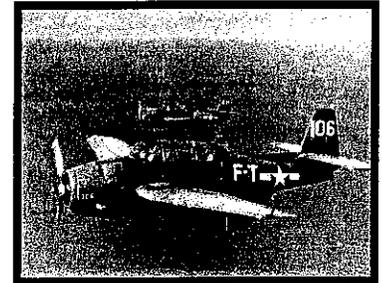
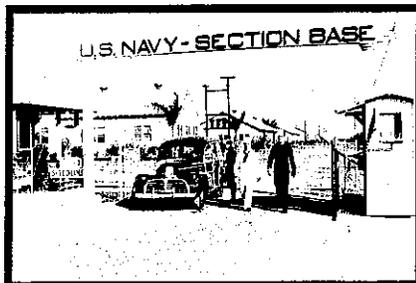
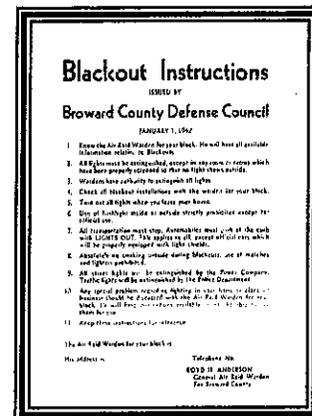
Fort Lauderdale at 100: Venice of America (History of the waterways and beaches)

- Possible themes to include:
- Tourism and the beach
 - Marine Industries
 - Sport fishing
 - Swimming and Casino Pool & ISHOF
 - Spring Break
 - Segregation of the beaches and the wade-ins of 1961



Fort Lauderdale at 100: Fort Lauderdale at War (Military bases and civilian life during WWII)

- Possible themes to include:
- Naval Air Station, Fort Lauderdale
 - Navy Section Base (Port Everglades)
 - Coast Guard and horse patrol
 - Servicemen's Center
 - Blackouts & rationing



Appendix: Deliverables (examples) Gillis 2010

Ideas for History Trunks

Seminole Indian/ Native American trunk

Possible items to include:

Maps showing territories of prehistoric South Floridians
Replica shell or bone tools
Copy of Theodore Morris drawing of Tequesta Indian
Map showing Seminole and Miccosukee reservations
and historic Seminole camps in Fort Lauderdale
Seminole patchwork sample
Seminole basketry sample
Betty Mae Jumper video re legends of Seminoles
Historic photos of Seminoles in Fort Lauderdale



Pioneer Trunk

Possible items to include:

1906 Harvest Home picnic map
Palm fan
Mosquito netting
Bonnet
Man's straw hat
"Roach catcher" (crumpled paper in tin can)
Homemade yard broom
Ice tongs
Historic photos of downtown, beach, etc.
Portraits of pioneers (white and African-American)
and a brief biography



Speakers' Bureau Sample (powerpoint slide show frames 1-6)

FORT LAUDERDALE 100 YEARS AGO

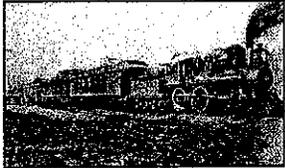


By Susan Gillis
Images courtesy
Fort Lauderdale Historical Society and Broward
County Historical Commission;
Fort Lauderdale Woman's Club and Susan McClellan, AIA



Siranahan's store and overnight
camp for stage est. 1893 FLHS

First through service to
Miami FEC R.V.V.Y 1896
FLHS

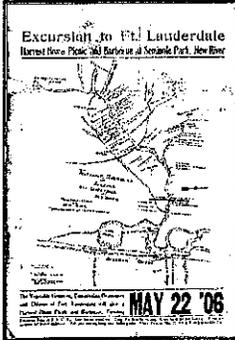


King's boatworks just west of
Andrews bridge ca 1905
FLHS



Marshall Packinghouse
south fork New River ca.
1902-1910 FLHS
Ft L was on "high ground"
good for farming

Excursion to Ft. Lauderdale
Harriet Ware Public Hall Barbo on N. New River



Map looking west showing New
River, Bay Mable (Port E), farms
and citrus groves, planned N.R.
Canal and the shrinking
Everglades 1906

MAY 22 '06



Annie Tommie's camp on north fork—near I-95 and Broward
Bldv est ca. 1900 FLHS



Ca. 1910-1915 FLHS



Ca. 1909 BCHC
Farmers grew just about everything but
biggest cash crop here was with tomatoes
("pines", peppers, eggplants; beans big in
Pompano)

RESUME

PERSONAL

Susan Gillis
902 NE 37th Street
Oakland Park FL 33334
(954) 612 1297
gillissj@msn.com

EDUCATION

Hollywood Hills Senior High School, Hollywood, FL, 33021, class valedictorian, June, 1972

College of William and Mary, Williamsburg, VA, 23185, 125 sem. credits, B.A. History and Anthropology, 1976

University of Denver, Denver, CO, 80210, 53 quarter credits, M.A. Anthropology, 1982 (special program in museum studies)

Broward Community College, Fort Lauderdale, FL, 33314, 63 sem. credits (textiles, chemistry, studio art, graphic art, etc.), 1985-1993

WORK EXPERIENCE

Curatorial Consultant, Oakland Park, FL. Supervisor: various (for contact): Barbara Keith, Stranahan House, Fort Lauderdale, FL (954) 524 4736. Dates: July 1985-present. Duties: Perform collections survey and inventory (Seminole Tribe of Florida and International Swimming Hall of Fame); curatorial advisor (Old Davie School, Davie Florida); workshops on collections care; identify and procure artifacts for historic house museum (Stranahan House); grants writer and exhibit design and fabrication (Bonnet House).

Archivist & Curator, Boca Raton Historical Society, Boca Raton, FL. Supervisor: Mary Csar, Executive Director (561) 395 6766 X 106. Dates: May 2002- present. Hours: 40/week

Duties: Oversee management of archives and collections of the Historical Society and access to same; work on exhibitions; part of historic structures management committee; grants writing as needed.

Adjunct Professor of Anthropology, Broward Community College, Davie, FL. Supervisor: Mark Tromans (954) 201 6587. Dates: June –July 2002 . Hours: variable. Duties: Instructor for undergraduate level courses in anthropology.

Assistant Director (and Curator of Collections)—see below, Fort Lauderdale Historical Society, Fort Lauderdale, FL. Supervisor: Joan Mikus, Executive Director (954) 463 4431. Dates: August 2000-January 2002. Hours: 40/week

Duties: Liaison between museum operations and executive director and board during transition of new administration; grants writing and administration; museum p.r.; write

Appendix: Resume Gillis 2010

and edit Society's newsletter; advise on various aspects of museum management and operations.

Curator of Collections, Fort Lauderdale Historical Society, Fort Lauderdale, FL
Supervisor: Daniel T. Hobby, Executive Director (1987-2000), (954) 786 4047 (may contact) Dates: September, 1987-January 2002. Hours: 40/week

Duties: Responsible for the physical and intellectual control of a collection of approximately 10,000 three dimensional and 300,000 archival artifacts relating to the history and material culture of Fort Lauderdale and surrounds, virtually all of which date to the nineteenth and twentieth centuries. Perform scholarly research related to cataloguing, exhibition, educational programming and publications of the Society. Research, design and fabrication of temporary exhibitions at the Society's two museums: Old Fort Lauderdale Museum of History and the King-Cromartie House, a ca. 1907 historic house museum. Team member with the professional exhibition designers in the planning and fabrication of new permanent exhibitions for the Museum of History. Act as consultant, advisor and lecturer and answer public inquiries regarding the Society's collections, collections care and museology. Major exhibitions curated include: *Panorama of the Past* (chronological exhibit) versions I, II, III and IV; *The Way to Fort Lauderdale*, a history of movie making in Broward County; *The Seminoles of Broward County*, in addition to more than thirty temporary and traveling exhibits.

Assistant Curator of Material Culture, Colorado Historical Society, Denver, CO.
Supervisor: Judy Heberling, Curator (303) 866 3682 Dates: July 1982-March 1984
Hours: 40/week

Duties: Responsible for physical and intellectual control of a collection of approximately 100,000 artifacts relating to Colorado History located at the main museum and at 15 regional properties. Collections included artifacts relating to domestic life; costumes and textiles; (North American) ethnographic materials; archeological artifacts; industrial and agricultural artifacts; militaria; firearms; etc. Served as exhibition team member for the research, design and fabrication of temporary and permanent exhibitions at the Society's main museum in Denver and at its regional properties. Exhibitions included: *Out of the Earth, Mining in Colorado*; *Worlds Apart: Indians and White in Colorado*; The Ute Indian Museum (Montrose, CO); *Navajo and Pueblo Textiles from the Collections*; *Firearms from the Collections*.

Registrar, Colorado Historical Society, Denver, CO. Supervisor: Judy Heberling, Curator (303) 866 3682 Dates: April 1979-July 1982 Hours: 40/week

Duties: Responsible for the registration, cataloguing, storage, and preventative maintenance of collection of approximately 100,000 artifacts relating to the history of Colorado from prehistoric to modern times (primarily 19th and 20th centuries). Oversaw loans to and from museum, condition reporting, transport of loans.

Appendix: Resume Gillis 2010

Lab Assistant, Anthropology Department Conservation Lab, University of Denver, Denver, CO. Supervisor: Malcom Withers Dates: March 1977-May 1977 Hours: 10/week

Duties: Ordering chemicals, supplies, general cleanup and preparation in artifact conservation lab; Navajo textile reweaving and stabilization.

Lab Assistant, Archeological Lab, Department of Anthropology, College of William and Mary, Williamsburg, VA. Supervisor: Jane Townes June 1975- June 1976 Hours: 40/week, summer; 10/week, school year

Duties: Cataloguing, conservation and storage of archeological artifacts from 17th-19th century sites under excavation by the College, primarily Yorktown and Flowerdew Hundred

Publications: coauthored with Dan Hobby, *Images of America: Fort Lauderdale*, October, 1999, Arcadia Publishing; *Fort Lauderdale in Vintage Postcards*, 2004, Arcadia Publishing; *Fort Lauderdale, the Venice of America*, 2004, Arcadia Publishing; *Broward County: The Photography of Gene Hyde*, 2005, Arcadia Publishing; *Boomtime Boca: Boca Raton in the 1920s*, 2007, Arcadia Publishing; and *Historic Photos of Fort Lauderdale*, Turner Publishing, 2007.

Professional Associations: Florida Association of Museums (History Section Chair, 1998-2000)

Awards:

Cooper Kirk Memorial Award 2004 for dedication to the preservation of Broward County History, Broward County Historical Commission

President's Award, 2006, Fort Lauderdale Historical Society, for historical scholarship
Award of Merit, 2006, American Association of State and Local History for the publication *Fort Lauderdale: The Venice of America*

References:

Patsy West, Director
Seminole Miccosukee Photographic Archives
1451 SW Grand Drive
Fort Lauderdale FL 33312
(954) 383 8752
westpatsy@aol.com

Appendix: Resume Gillis 2010

Daniel T. Hobby, Executive Director
Pompano Beach Historical Society
P.O. Box 1599
Pompano Beach FL 33061
(954) 786 4047
dthobby@bellsouth.net

Kitty Oliver, PhD
Kitty O. Enterprises, Inc.
1325 SE 17th Street #108
Fort Lauderdale FL 33316
(954) 382 0793
kittyo@kittyoliveronline.com

Barbara Keith, Executive Director
Stranahan House
335 SE 6th Street
Fort Lauderdale, FL 33301
(954) 524 4736
barbekeith@aol.com

David Baber, Administrator and County Preservation Officer
Broward County Historical Commission
301 SW 13th Street
Fort Lauderdale, FL 33312
(954) 357 5553
dbaber@broward.org

Denyse Cunningham, Curator
Broward County Historical Commission
301 SW 13th Street
Fort Lauderdale, FL 33312
(954) 357 5553
dcunningham@broward.org