

AWARD AGREEMENT

CITY OF FORT LAUDERDALE
PROCUREMENT SERVICES DEPARTMENT
100 N. ANDREWS AVENUE, ROOM 619
FORT LAUDERDALE, FL 33301
(954) 828-5933

City Commission Approval: 2/20/07 Pur-05 **Period Covered:** 3/1/07 – 2/28/08 **Contract No.:** 773-9676-1

Vendor: MBE_ WBE X
Prototype, Inc.
208 Breckenridge Drive
Six Mile, SC 29682

Invoice To:
City of Fort Lauderdale
Accounts Payable
100 N. Andrews Avenue
Fort Lauderdale, FL 33301

Attn: Lisa Edmondson
864-869-9877
Fax 864-868-9877
Email prototypeinc@aol.com

Payment Terms: Net 30
Delivery: 1 Day
Commodity Code: 961-24

MINUTE SECRETARY SERVICES (Boards listed on Page 2)

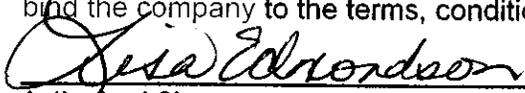
\$ 100/hour

Rush turn-around add 25%
Audio set up for other than City locations add \$50
Cancellation fee, less than 3 hour notice \$50
Offsite meetings, minimum one hour meeting time billed in .25 increments
Minutes only, no attendance at meeting \$75/hour billed in .25 increments with one hour minimum

Verbatim minutes \$ 3.00/page
Transcription only, no attendance required.
Meetings that require attendance and verbatim transcription,
Hourly charge will be \$75 in addition to per page charge.

Insurance Coverage Required: Yes X No _
Authorized for Purchases: Under \$25,000 _ Over X
Extension Options: Yes X No _ Years: 4

We hereby accept this award and all terms, conditions, and specifications of the bid referenced, Invitation to Bid 773-9676. The contract signor must be an officer or authorized to bind the company to the terms, conditions and specifications set forth in the agreement.



Authorized Signature

2/26/07

Date

LISA EDMONDSON PRES/DIR

Printed Name and Title

Department Contract Co-Ordinator: Jonda Joseph, City Clerk (954) 828-5006

Procurement Specialist: Richard Ewell, CPPB



Kirk W. Buffington, CPPO, C.P.M., MBA
Director of Procurement Services

List of awarded Advisory Boards:

Audit Advisory
Aviation Advisory
Beach Redevelopment Board
Board of Adjustment
Budget
Cemeteries Board
Citizens' Police Review Board
Code Enforcement Board
Community Appearance Board
Economic Development Advisory
Education Advisory
Fire Rescue Facilities Bond Issue
Historic Preservation Board
Marine Advisory
Northwest Progresso Flagler Heights Redevelopment Board
Nuisance Abatement Board
Parks, Recreation and Beaches Board
Planning and Zoning Board
Property and Right of Way
Special Magistrate
Special Magistrate WaterWorks 2011
Unsafe Structures Board
Utility Advisory

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