

RECREATION PROGRAM SERVICES

2021-22SM



The Town of Miami Lakes Council:

Mayor Manny Cid
Vice Mayor Luis Collazo
Councilmember Carlos Alvarez
Councilmember Joshua Dieguez
Councilmember Tony Fernandez
Councilmember Jeffrey Rodriguez
Councilmember Marilyn Ruano

Edward Pidermann, Town Manager
The Town of Miami Lakes
6601 Main Street
Miami Lakes, Florida 33014

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THIS AGREEMENT ("Agreement") is entered into this 28th day of **April**, 2021 by and between the Town of Miami Lakes, a Florida municipal corporation ("Town") and **Snap Miami LLC** ("Contractor"), a Florida limited liability company, located at 5001 Collins Ave PH 1 Miami Beach, FL 33140.

WHEREAS, the issued a solicitation ITN 2021-22 for the provision of Recreation Program Services ("Programs") and the Contractor tendered response ("Response"), in response thereto, and was selected as one of the most qualified for the provision of said Services. The ITN and the Response are expressly incorporated into and made a part of this Agreement as if set forth in full; and

WHEREAS, through action of the Town Council, as applicable, have selected the Contractor in accordance Town's Procurement Ordinance, to provide the Programs as described herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto do hereby agree as follows:

SECTION 1. GENERAL TERMS & CONDITIONS

1.01 DEFINITIONS

1. **Agreement** means this Agreement, as may be amended from time to time, this document, the Request for Proposal, and the Response submitted by the Contractor, all change orders, directive, payments, and other such documents issued under or relating to this Agreement.
2. **Change Order** means a written document ordering a change in the Agreement price or Agreement time or a material change in the Work.
3. **Contractor** means the person, firm, entity, or corporation with whom the Town has contracted and who will be responsible for the Services and performance under this Agreement.
4. **Cure** means the action taken by the Contractor promptly, after receipt of written notice from the Town of a breach of the Agreement Documents, which must be performed at no cost to the Town, to repair, replace, correct, or remedy all material, equipment, or other elements of the Work or the Agreement Documents affected by such breach, or to otherwise make good and eliminate such breach.
5. **Cure Period** means the period of time in which the Contractor is required to remedy deficiencies in the Work or compliance with the Agreement after receipt of a written Notice to Cure from the Town identifying the deficiencies and the time to Cure.
6. **Days** mean calendar days.
7. **Facility or Facilities** mean(s) the areas of the Town's Parks, including open space areas, structures, or other amenities of the Parks where the Services Programs will be provided.
8. **Program Manager** means the individual appointed by the Town Manager to manage the Agreement,
9. **Town** means the Town Council of the Town of Miami Lakes or the Town Manager, as applicable.
10. **Town Commission** means the legislative body of the Town of Miami Lakes.
11. **Town Manager** means the duly appointed chief administrative officer of the Town of Miami Lakes or his designee.
12. **Work or Services** mean all necessary and inferable labor, material, equipment, and services, whether or not specifically stated, required by the Agreement to provide the Programs.

1.02 TERM

This Agreement will be effective upon execution by both parties and will continue for a term of three (3) year from the date of execution by the Town. The Town has the right, at its sole option, to renew the Agreement for two (2) additional one (1) year periods, or any portion thereof. In the event the Town exercises such right, all terms and conditions, and requirements of the Agreement, including all costs, will remain the same as specified in the Agreement and apply during the renewal period(s). No Work is to commence until a written authorization is issued by the Program Manager.

1.03 NOTICES

Whenever either party desires to give written notice to the other relating to the Contract, such must be addressed to the party for whom it is intended at the place specified below; and the place for giving the notice will remain until it has been changed by written notice in compliance with the provisions of this Article. Notice will be deemed given on the date received or within 3 days of mailing, if mailed through the United States Postal Service. Notice will be deemed given on the date sent via e-mail or facsimile. Notice will be deemed given via courier/delivery service upon the initial delivery date by the courier/delivery service. For the present, the parties designate the following as the respective places for giving of notice:

For Town:

Mr. Edward Pidermann
Town Manager
Town of Miami Lakes
6601 Main Street
Miami Lakes, Florida 33014
pidermanne@miamilakes-fl.gov

Lorenzo Cobiella
Depute Town Attorney
Town of Miami Lakes
6601 Main Street
Miami Lakes, Florida 33014
cobiellal@miamilakes-fl.gov

For Contractor:

Maria Forero
Owner
Snapology of Miami Beach
5001 Collins Ave PH 1
Miami Beach, FL 33140
miamibeach@snapology.com

During the performance of the Program, the Contractor must maintain continuing communications with designated Town representative(s). The Contractor must keep the Town fully informed as to the progress of the Work under the Contract.

1.04 INDEMNITY & INSURANCE

1.04-1 INDEMNIFICATION

The Contractor must indemnify and hold harmless the Town, its officers, agents and employees from and against all liability, claims, damages, losses and expenses, including reasonable attorney's fees and costs at both trial and appellate levels arising out of or resulting from the performance of the Work under this Contract, caused by negligence, recklessness, intentional misconduct, or any act or omission of the Contractor or anyone directly or indirectly employed by Contractor or anyone for whose acts Contractor may be liable. The Contractor expressly understands and agrees that any insurance protection required by this Contract or otherwise

provided by Contractor will in no way limit the responsibility to indemnify, keep and save harmless and defend the Town or its officers, employees, agents, and instrumentalities as herein provided.

The Contractor agrees and recognizes that the Town will not be held liable or responsible for any claims which may result from any actions or omissions of the Contractor in which the Town participated either through review or concurrence of the Contractor's actions. In reviewing, approving, or rejecting any submissions by the Contractor or other acts of the Contractor, the Town in no way assumes or shares any responsibility or liability of the Contractor or Subcontractor, under this Contract. The Contractor will defend the Town or provide for such defense at its own expense, at the Town's option.

This indemnification obligation will survive the expiration or termination of this Contract.

The Town has provided specific consideration for the indemnification of \$10.00 from the sums due to the Contractor under this Contract.

1.04-2 INSURANCE

Without limiting any of the other obligations or liabilities of Contractor, the Contractor must secure and maintain throughout the duration of this Contract, insurance of such type and in such amounts necessary to protect its interest and the interest of the Town against hazards or risks of loss as specified below. The underwriter of such insurance must be qualified to do business in the State of Florida, be rated "B" as to management and "Class V" as to strength or better as rated by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, the insurance carrier must have agents upon whom service of process may be made in the State of Florida. The insurance coverage will be primary insurance with respect to the Town, its officials, employees, agents, and volunteers. Any insurance maintained by the Town will be in excess of the Contractor's insurance and will not contribute to the Contractor's insurance. The insurance coverages must include a minimum of:

a. *Worker's Compensation and Employer's Liability Insurance:*

Coverage to apply for all employees for statutory limits as required by the State of Florida's Statutory Workers' Compensation Law and all applicable Federal laws. The policy(ies) must include Employer's Liability with minimum limits of \$500,000 each accident and a waiver of subrogation.

b. *Comprehensive Business Automobile and Vehicle Liability Insurance:*

This insurance must be written in comprehensive form and must protect the Contractor and the Town against claims for injuries to members of the public and/or damages to property of others arising from the Contractor's use of motor vehicles or any other equipment and must cover operation with respect to onsite and offsite operations and insurance coverage must extend to any motor vehicles or other equipment irrespective of whether the same is owned, non-owned, or hired. The limit of liability must not be less than \$500,000 per occurrence, combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability Policy, without restrictive endorsement, as filed by the Insurance Services Office.

c. *Commercial General Liability ("CGL"):*

This insurance must be written in comprehensive form and must protect the Contractor and the Town against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission to act of the Contractor or any of its agents, employees, or subcontractors. The limit of liability must not be less than \$1,000,000 per occurrence, combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a primary and non-contributory basis and with a coverage form no more restrictive than the latest edition of the Commercial General Liability Policy, without restrictive

endorsements, as filed by the Insurance Services Office, and must include: (1) Premises and/or Operations; (2) Independent contractors and Products and/or completed Operations; (3) Broad Form Property Damage, Personal Injury and a Contractual Liability Endorsement, including any hold harmless and/or indemnification agreement.

(i) Products and/or Completed Operations for contracts with an Aggregate Limit of **One Million Dollars (\$1,000,000)** per project. Contractor must maintain in force until at least three years after completion of all Work required under the Contract, coverage for Products and Completed Operations, including Broad Form Property Damage.

(ii) Personal and Advertising Injury with an aggregate limit of **One Million Dollars (\$1,000,000)**.

(iii) CGL Required Endorsements:

- Employees included as insured
- Contingent Liability/Independent Contractors Coverage
- Contractual Liability
- Waiver of Subrogation
- Premises and/or Operations
- Explosion, Collapse and Underground Hazards (if not specifically covered under the policy)
- Loading and Unloading
- Mobile Equipment (Contractor's Equipment) whether owned, leased, borrowed, or rented by Contractor or employees of the Contractor.

d. *Certificate of Insurance*

Contractor must provide the Town Manager or designee with Certificates of Insurance for all required policies within fifteen (15) days of notification of a conditional award by the Town. The Certificates of Insurance must not only name the types of policy(ies) provided, but also must specifically cite this Contract and must state that such insurance is as required by this Contract. The Town reserves the right to require the Contractor to provide a certified copy of such policies, upon written request by the Town. Each policy certificate must be endorsed with a provision that not less than thirty (30) calendar days' written notice must be provided to the Town before any policy or coverage is cancelled, restricted, or a material change is made. Acceptance of the Certificate(s) is subject to approval of the Town Manager or designee.

e. *Additional Insured*

The Town is to be specifically included as an Additional Insured for the liability of the Town resulting from operations performed by or on behalf of Contractor in performance of this Contract. The Town must be named as additional insured under the CGL, business automobile insurance and umbrella policies. Town must be named as an additional insured under Contractor's insurance, including that applicable to the Town as an Additional Insured, must apply on a primary basis and any other insurance maintained by the Town will be in excess of and will not contribute to Contractor's insurance. Contractor's insurance must contain a severability of interest provision providing that, except with respect to the total limits of liability, the insurance must apply to each Insured or Additional Insured in the same manner as if separate policies had been issued to each.

All deductibles or self-insured retentions must be declared to and be approved by the Town Manager. The Contractor will be responsible for the payment of any deductible or self-insured retention in the event of any claim.

1.05 RULES AND REGULATIONS

The Contractor must comply with all laws and regulations applicable to provision of services specified in the Contract Documents. The Contractor must be familiar with all federal, state, and local laws, rules, regulations, codes, and ordinances that affect the Work.

Where portions of the Work traverse or cross federal, state, county or local highways, roads, streets, or waterways, and the agency in control of such property has established standard specifications, rules or regulations governing items of Work that differ from these specifications, the most stringent specifications, rules, and regulations will apply.

1.06 RULES AND REGULATIONS

The Contractor will comply with all laws and regulations applicable to provision of the Programs specified in the Agreement. The Contractor must be familiar with and comply with all federal, state, and local laws that affect the Services, including, but not limited to, those applicable to the Department of Children and Families' (DCF), Department of Health (DOH) and OSHA. The Contractor must comply with all of the Town's park rules and regulations.

1.07 PROTECTION OF PROPERTY, UTILITIES, AND THE PUBLIC

The Contractor must protect public and private property from damage or loss arising in connection with the providing the Programs and take all necessary precautions to prevent accidents and injuries to persons or property on or near the Work.

The Contractor is completely responsible for, and must replace and make good all loss, injury, or damage to any property (including landscaping, park amenities, or structure(s) of the Town or private property, and of any land adjoining the locations where Programs are being provided, which may be caused by Contractor.

1.08 LABOR MATERIALS, EQUIPMENT, AND SUPPLIES

Contractor must provide and provide for all labor, materials equipment, supplies, consumables, transportation, snacks, and other incidental items necessary to provide the Programs.

1.09 AUTHORITY OF TOWN'S PROGRAM MANAGER

The Town Manager hereby authorizes the Program Manager to determine, all questions of any nature whatsoever arising out of, under or in connection with, or in any way relating to the providing of the Programs in accordance with the Agreement. The Program Manager has the authority to act on behalf of the Town to the extent provided by the Agreement, unless otherwise modified in writing by the Town.

All interpretations and recommendations of the Program Manager will be consistent with the intent of the Agreement Documents. All interpretations of the Agreement Documents will be issued by the Town's Procurement Manager, which will be binding upon the Contractor.

1.10 SUBCONTRACTORS

The Contractor has been authorized to utilize the Subcontractors identified in the Agreement. The use of any other Subcontractors or the replacement of any approved Subcontractors requires the prior written approval of the Program Manager.

1.11 TAXES

Contractor must pay all applicable sales, consumer, use, and other taxes required by law. Contractor is responsible for reviewing the pertinent state statutes involving state taxes and complying with all requirements.

1.12 CHANGE ORDERS

The Town reserves the right to order changes which may result in additions to or reductions in the Agreement and which are within the general scope of the Agreement and all such changes will be authorized only by a Change Order approved in advance and issued in accordance with provisions of the Town and the Agreement.

Any changes to the Agreement must be contained in a written document, executed by both parties. However, under circumstances determined necessary by Town, Change Orders may be issued unilaterally by Town.

1.13 FORCE MAJEURE

The Town and Contractor will be excused from the performance of their respective obligations under the Agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, , act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of equipment, or service from a public utility needed for their performance, provided that:

- a. The non-performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;
- b. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;
- c. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and
- d. The non-performing party uses its best efforts to remedy its inability to perform.

Notwithstanding the above, performance will not be excused under this Article for a period in excess of two (2) months, provided that in extenuating circumstances, the Town may excuse performance for a longer term.

The following circumstances shall not constitute Force Majeure:

- a. Economic hardship.
- b. Inclement weather except as permitted by Florida law

1.14 REMOVAL OF UNSATISFACTORY PERSONNEL

The Town may make written request to the Contractor for the prompt removal and replacement of any personnel employed or retained by the Contractor, or any Subcontractor engaged by the Contractor to provide and perform services or Work pursuant to the requirements of the Agreement. The Contractor must respond to the Town within five (5) calendar days of receipt of such request with either the removal and replacement of such personnel or written justification as to why that may not occur. The Town will make the final determination as to the removal of unsatisfactory personnel from the Work. The Contractor agrees that the removal of any of such individual(s) does not require the termination or demotion of said individual(s).

1.15 MAINTENANCE, CLEANING UP, TOWN'S RIGHT TO CLEAN UP

The Town will provide routine janitorial maintenance for the Facilities. The Contractor is responsible for cleaning-up any materials, supplies, debris, or other similar items resulting from the Programs. Should the Contractor fail to perform such clean-up the Town has the right to perform the clean-up work and deduct the cost from any sums due the Contractor.

1.16 STORAGE SPACE

Storage space at the site where the Programs are to be provided is limited. Contractor may need to arrange alternate space for its equipment, materials, and supplies. The space to be provided to the Contractor will be determined by the Town's Program Manager.

1.17 UTILITY SERVICE

The Town will provide the existing utility service to the Facilities for use in providing the Programs.

1.18 CLAIMS

Any claim must be made by written notice by Contractor to the Town's Procurement Manager within five (5) business days of the commencement of the event giving rise to the claim and stating the general nature

and cause of the claim. Thereafter, within ten (10) days of the termination of the event giving rise to the claim, written notice of the extent of the claim with supporting information and documentation must be provided unless the Town's Procurement Manager allows additional time for submission. The written notice must be accompanied by Contractor's written notarized statement that any adjustment(s) claimed is the entire adjustment to which the Contractor has reason to believe it is entitled as a result of the occurrence of said event. All claims and disputes will be determined in accordance with the Agreement. It is expressly and specifically agreed that any and all claims for changes to the Agreement will be waived if not submitted in strict accordance with the requirements of this Article.

The Agreement time will be extended in an amount equal to time lost due to delays beyond the control of and through no fault or negligence of Contractor if a claim is made as provided in this Article. Such delays include, but are not limited to, Force Majeure, acts or neglect by any separate contractor employed by Town, fires, floods, labor disputes beyond the control of the Contractor, epidemics, abnormal weather conditions (if applicable), or acts of God.

Contractor will not be entitled to any compensation of any kind from the Town for direct, indirect, consequential, impact or other costs, expenses, or damages from any cause whatsoever, whether such delay, disruption, interference, or hindrance be reasonable or unreasonable, foreseeable, or unforeseeable, or avoidable or unavoidable.

Failure of Contractor to comply with this Article as to any particular event of claim will be deemed conclusively to constitute a waiver of any and all claims resulting from that particular event.

1.19 DISPUTES AND MEDIATION

Contractor understands and agrees that all disputes between it and the Town upon an alleged violation of the terms of this Agreement by the Town will be submitted for resolution in the following manner.

Initial effort(s) should be made by the Contractor to resolve any issues with the Town's Program Manager.

Should the initial efforts at resolution not end in a mutual resolution then the Contractor notify in writing the Procurement Manager identified in Article 3, Notices, of the claim or dispute

The Contractor must submit its dispute in writing, with all supporting documentation, to the Procurement Manager, as identified in Article 3, Notices. Upon receipt of said notification the Procurement Manager will review the issues relative to the claim or dispute and issue a written finding.

Should the Contractor and the Procurement Manager fail to resolve the claim or dispute the Contractor must submit their dispute in writing within five (5) calendar days of the written finding being issued by the Procurement Manager to the Town Manager. Failure to submit such appeal in the stated timeframe of the written finding will constitute acceptance of the finding by the Contractor. Upon receipt of said notification the Town Manager will review the issues relative to the claim or dispute and issue a written finding.

Appeal to the Town Manager for resolution, is required prior to Contractor being entitled to seek judicial relief in connection therewith. Should the Contractor be entitled to compensation hereunder, the Town Manager's decision may be subject to approval by the Town Council. Contractor is not entitled to seek judicial relief unless:

- i. it has first received Town Manager's written decision, approved by the Town Council if applicable; or
- ii. a period of sixty (60) days has expired after submitting to the Town Manager a detailed statement of the dispute, accompanied by all supporting documentation, or a period of (90) days has expired where Town Manager's decision is subject to Town Council for approval; or
- iii. Town has waived compliance with the procedure set forth in this Article by written instrument(s) signed by the Town Manager.

In the event the determination of a dispute under this Article is unacceptable to either party, the party objecting to the determination must notify the other party in writing within fourteen (14) calendar days

of receipt of the written determination. The notice must state the basis of the objection and must be accompanied by a statement that any adjustment(s) claimed is the entire adjustment(s) to which the objecting party has reason to believe it is entitled to as a result of the determination. Within sixty (60) calendar days after completion of the Program(s) or expiration of the Agreement, the parties will participate in mediation to address all objections to any determinations hereunder and to attempt to prevent litigation. A certified Mediator, who the parties find mutually acceptable, will conduct any mediation proceedings in Miami-Dade County, State of Florida. The costs of a certified Mediator will be shared on a 50/50 basis. Should claim or dispute not be resolved in mediation, the parties retain all their legal rights and remedies provided under State law. A party objecting to a determination specifically waives all of its rights provided hereunder, including its rights and remedies under State law, if said party fails to comply in strict accordance with the requirements of this Article.

1.20 CONTINUING THE PROGRAM(S)

Contractor must continue to provide the Programs during all disputes or disagreements with Town. Programs will not be delayed or postponed pending resolution of any disputes or disagreements.

1.21 STOP WORK ORDER

The Town may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the Programs due to any conflict or potential conflict with other Town events or operational requirements, storm related events or other similar circumstances. The Town, where possible will make every effort to provide at minimum of forty-eight (48) hours advance notice or move the Program, if possible, to an alternative site.

1.22 FRAUD AND MISREPRESENTATION

The Town may terminate this Agreement with any person, individual, corporation, entity, or affiliate that attempts to meet its contractual obligations with the Town through fraud, misrepresentation, conflicts of interest, or material misstatement. Such person, individual, corporation, entity, or affiliate shall be responsible for all direct or indirect costs associated with termination or cancellation.

1.23 SET-OFFS, WITHHOLDING, AND DEDUCTIONS

The Town may set-off, deduct or withhold from any payment due the Contractor, such sums as may be specifically allowed in the Agreement or by applicable law including, without limitation, the following:

- Any amount of any claim by a third party;
- Any unpaid legally enforceable debt owed by the Contractor to the Town.

The Town will notify the Contractor in writing of any such withholdings.

1.24 CONTRACTOR DEFAULT

An event of default means a breach of the Agreement by the Contractor. Where an Event of Default ("Default") occur under the Agreement, the Town may, at its sole discretion, notify the Contractor, specifying the basis for such Default, and advising the Contractor that such Default must be cured within a time frame specified by the Town or the Agreement with the Town may be terminated. The Town is under no obligation to issue such notification. The Town may grant an extension to the cure period if the Town deems it appropriate and in the best interest of the Town, without waiver of any of the Town's rights hereunder.

Where a Default is not cured within the time specified to cure the Default, the Town Manager in addition to all remedies available by law, may immediately, upon written notice to Contractor, terminate this Agreement. Contractor understands and agrees that termination of this Agreement under this Article will not release Contractor from any obligation accruing prior to the effective date of termination.

Where the Town erroneously terminates the Agreement for default, the termination will be converted to a Termination for Convenience, and the Contractor will have no further recourse of any nature for wrongful termination.

1.25 TERMINATION FOR CONVENIENCE

In addition to cancellation or termination as otherwise provided for in the Agreement, the Town may at any time, in its sole discretion, with or without cause, terminate the Agreement by written notice to the Contractor. Such Written Notice will state the date upon which Contractor shall cease all Work under the Agreement.

In the event that the Town exercises its right to terminate the Agreement pursuant to the Agreement Documents, the Town will pay the Contractor for the Services provided under the Agreement until the date of Termination. In no event, will any payments under this Paragraph exceed the maximum cost set forth in the Agreement and the amount due hereunder may be offset by payments made to the Contractor or any claims made against the Contractor. Contractor will not be entitled to lost profits, overhead or consequential damages as a result of a Termination for Convenience.

1.26 TOWN MAY AVAIL ITSELF OF ALL REMEDIES

The Town may avail itself of each and every remedy stated in the Agreement or existing at law or in equity. The exercise or the beginning of the exercise, of one remedy will not be deemed a waiver of the right to exercise, at the same time or thereafter, of any other remedy.

1.27 COMPLIANCE WITH APPLICABLE LAWS

The Contractor must comply with the most recent editions and requirements of all applicable laws, rule, regulations, codes, and ordinances of the Federal government, the State of Florida, Miami-Dade County, and the Town.

1.28 NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND AMERICANS WITH DISABILITIES ACT

Contractor must not unlawfully discriminate against any person, must provide equal opportunities for employment, and comply with all applicable provisions of the Americans with Disabilities Act in its performance of the Work under the Agreement. Contractor must comply with all applicable federal, State of Florida, Miami-Dade County, and Town rules regulations, laws, and ordinance as applicable.

1.29 INDEPENDENT CONTRACTOR

The Contractor is engaged as an independent business and agrees to perform Work as an independent contractor. In accordance with the status of an independent contractor, the Contractor covenants and agrees that the Contractor will conduct business in a manner consistent with that status, that the Contractor will not claim to be an officer or employee of the Town for any right or privilege applicable to an officer or employee of the Town, including, but not limited to: worker's compensation coverage; unemployment insurance benefits; social security coverage; retirement membership, or credit.

1.30 THIRD PARTY BENEFICIARIES

Neither Contractor nor Town intends to directly or substantially benefit a third party by this Agreement. Therefore, the parties agree that there are no third-party beneficiaries to this Agreement and that no third party will be entitled to assert a claim against either of them based upon this Agreement.

1.31 ASSIGNMENT OR SALE OF AGREEMENT

The performance of this Agreement will not be transferred pledged, sold, merged, delegated, or assigned, in whole or in part, by the Contractor without the prior written consent of the Town. It is understood that a sale of ownership, the majority of the stock, or partnership shares of the Contractor, a merger or bulk sale, an assignment for the benefit of creditors will each be deemed transactions that would constitute an assignment or sale hereunder. The Town may request any information it deems necessary to review any request for assignment or sale of the Agreement.

Any such actions identified above taken without the prior written consent of the Town approval will be cause for the Town to terminate this Agreement for default and the Contractor will have no recourse from such termination.

Nothing herein will either restrict the right of the Contractor to assign monies due to, or to become due or be construed to hinder, prevent, or affect any assignment by the Contractor for the benefit of its creditors, made pursuant to applicable law.

1.32 MATERIALITY AND WAIVER OF BREACH

Town and Contractor agree that each requirement, duty, and obligation set forth in the Agreement is substantial and important to the formation of the Agreement and, therefore, is a material term hereof. The Town's failure to enforce any provision of the Agreement will not be deemed a waiver of such provision or modification of the Agreement. A waiver of any breach of a provision of the Agreement will not be deemed a waiver of any subsequent breach and will not be construed to be a modification of the terms of the Agreement.

1.33 DEFENSE OF CLAIMS

Should any claim be made, or any legal action brought in any way relating to the Work under the Agreement, the Contractor must diligently render to the Town any and all assistance which the Town may require of the Contractor.

1.34 FUNDS AVAILABILITY

Funding for this Agreement is contingent on the availability of funds and the Agreement is subject to amendment or termination due to lack of funds, reduction of funds and/or change in regulations, upon thirty (30) days' notice.

1.35 ACCESS TO AND REVIEW OF RECORDS

Town has the right to inspect and copy, at Town's expense, the books and records and accounts of Contractor which relate in any way to the Agreement. The Contractor agrees to maintain an accounting system that provides for accounting records that are supported with adequate documentation and adequate procedures for determining allowable costs.

The Contractor must comply with the applicable provisions of Chapter 119, Florida Statutes and Town has the right to immediately terminate this Agreement for the refusal by the Contractor to comply with Chapter 119, Florida Statutes. The Contractor must retain all records associated with this Agreement for a period of five (5) years from the date of termination.

1.36 TIME IN WHICH TO BRING ACTION AGAINST THE TOWN

In the event the Contractor may be deemed to have a cause of action against the Town, no action will lie or be maintained by the Contractor against the Town upon any claim arising out of or based upon the Agreement by reason of any act or omission or requirement of the Town or its agents, unless such action must be commenced within six (6) months after the date of issuance of a final payment under the Agreement, or if the Agreement is terminated under the provisions of the Agreement unless such action is commenced within six (6) months after the date of such termination by the Town.

1.37 AGREEMENT EXTENSION

The Town reserves the right to exercise its option to extend the Agreement for up to ninety (90) calendar days beyond the original Agreement period, inclusive of any Options to Renew exercised by the Town. In such event, the Town will notify the Contractor in writing of such extensions.

1.38 APPLICABLE LAW AND VENUE OF LITIGATION

This Agreement is enforceable in Miami-Dade County, Florida, and if legal action is necessary by either party with respect to the enforcement of any or all of the terms or conditions the sole venue shall be Miami-Dade County, Florida.

1.39 NON-EXCLUSIVE AGREEMENT

It is the intent of the Town to enter into an Agreement with A successful Bidder(s) that will satisfy its needs as described herein. However, the Town reserves the right, as deemed in its best interest, to perform, or cause to be performed, the Work and Services, or any portion thereof, as it sees fit, including but not limited to: award of other contracts, use of another contractor, or perform the Work with its own employees.

1.40 SEVERABILITY

In the event any provision of the Agreement is determined by a Court of competent jurisdiction to be illegal or unenforceable, then such unenforceable or unlawful provision will be excised from this Agreement, and the remainder of the Agreement will continue in full force and effect. Notwithstanding the foregoing, if the result of the deletion of such provision will materially and adversely affect the rights of either party, such party may elect, at its option, to terminate the Agreement in its entirety. An election to terminate the Agreement based upon this provision must be made within seven (7) calendar days after the finding by the court becomes final.

1.41 AGREEMENT DOCUMENTS CONTAINS ALL TERMS

The Agreement and all documents incorporated herein by reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreement, oral or otherwise, regarding the subject matter of the Agreement will be deemed to exist or to bind any of the parties hereto, or to vary any of the terms contained herein.

1.42 ENTIRE AGREEMENT

The Agreement, as they may be amended from time to time, represent the entire and integrated Agreement between the Town and the Contractor and supersede all prior negotiations, representations, or agreements, written or oral. This Agreement may not be amended, changed, modified, or otherwise altered in any respect, at any time after the execution hereof, except by a written document executed in accordance with the requirements of this Agreement. Waiver by either party of a breach of any provision of the Agreement will not be deemed to be a waiver of any other breach of any provision of the Agreement.

END OF SECTION

SECTION 2. SPECIAL TERMS AND CONDITIONS

2.01 PROGRAM

The Programs to be provided by the Contractor must be consistent with those stated in the Contractor's Response to the ITN, identified as Attachment A to this Agreement. Any changes to the Programs will be made as required under Section 2.06.

2.02 GUIDELINES

Contractor must follow Florida staff to child ratios for school age children and local, state, and national quality standards. Employees and volunteers must be able to successfully pass a Level 2 background screening in accordance with the criteria within the Town's background check policy AO #07-01 and applicable federal, state, and local laws. Contractor shall comply with any existing or future drug policies, provide reasonable accommodations in accordance with the Americans with Disabilities Act (ADA), adhere to Florida Department of Children and Family State Statutes, and any laws and regulations issued by Local, County, State or Federal agencies.

2.03 HEALTH AND SAFETY

Contractor must enforce health and safety standards that are consistent with Miami-Dade County licensing and all other applicable regulations. Contractor shall ensure that staff members receive ongoing training in areas of basic first aid and cardiopulmonary resuscitation (CPR) and shall provide proof of training and certification of each instructor, staff, and volunteer prior to the start of the Program(s).

Activities and programs must be in adherence with all local, state, and federal COVID-19 guidelines and regulations.

2.04 COMPENSATION

Contractor shall pay to the Town **twenty percent (20%)** of the monthly registration fees collected for use of the facility.

2.05 INVOICING

Contractor shall provide the Town with an invoice once per for the Work performed in the prior month. At a minimum, the invoice must contain the following information:

- Name and address of the Contractor
- Purchase Order number
- Agreement number
- Date of invoice
- Invoice number (Invoice numbers cannot be repeated)
- Name and Type of Program,
- List of participants.
- Timeframe covered by the invoice
- Total Value of invoice
- Total value of the invoice

Failure to include the above information will delay payment. Payments will not be made based on statements of accounts.

The Town will take action to pay, reject or make partial payment on an invoice in accordance with the Florida Local Government Prompt Payment Act. No payments will be due or payable for Work not performed or materials not furnished or where the Work has not been accepted by the Town. If there is

a dispute with regard to an invoice, the Town will pay the amount not in dispute and reject the remainder that is in dispute. Contractor will use the invoice form provided by the Town.

2.06 DELETION OR MODIFICATION OF SERVICES

The Town may during the term of the Agreement make modifications to the Services being provided. If the Contractor and the Town agree on modifications or revisions to any Services such changes must be made through the execution of a change order executed by both parties.

2.07 USE OF PROPERTY

Town grants to the Contractor non-exclusive access for the limited use of the Facilities in "as-is" condition for providing the Programs. Use of the Facilities for any other activity(ies) is subject to the prior written approval of the Program Manager. Such approval will be at the sole discretion of the Program Manager.

2.08 PROGRAM CONFLICTS

Program Manager, in his sole discretion, may change or cancel any activity due to inclement weather, special events, conflicting schedules, Program events or Services, for unforeseen circumstances or emergencies including, but not limited to, maintenance of the Property, or for any reason that is in the best interest of the Town.

2.09 MAINTENANCE OF THE FACILITIES

The Town will provide routine maintenance, utilities, and solid waste for the Facilities. Maintenance above and beyond what is normally provided for use of the Facilities will be provided by the Contractor, subject to the prior written approval of the Program Manager.

2.10 MANAGEMENT OF STAFF AND PROGRAM PARTICIPANTS

Contractor agrees to monitor and control all Program participants, including, but not limited to Contractor's staff, instructors, volunteers, guests, and invitees while at the Facilities and during any activities organized by the Contractor at the Facilities.

Contractor must comply, at its own cost, with Section 409.175, Florida Statutes, and the Town's Administrative Order 07-01, requiring the Contractor to conduct background investigations for all instructors, employees, or volunteers prior to the Licensees use of the Property under this Agreement.

These investigations must meet the requirements for the Level 2 background and screening requirements as set forth in Section 435.04, Florida Statutes.

Contractor must not allow any instructor, employee, or volunteer who does not meet the above stated requirements to provide any Service under this Agreement.

An affidavit indicating all staff and volunteers associated with the operation of Programs, classes and/or activities under a Program(s) for the Contractor have passed a Level 2 background check must be received no later than fourteen (14) days prior to the start of the particular program, class, and/or activities. A new Affidavit is required on an annual basis.

Contractor's Program(s) must include safety guidelines as well as guidelines and standards for the conduct of Contractor staff and volunteers in interfacing with the general public and Town officials in a courteous and professional manner. Contractor must at all times have a competent supervisor on site who is responsible for management and supervision, of the Program(s). Such guidelines and standards may be subject to the review and approval of the Town.

Contractor shall ensure that all volunteers and staff obtain IDs issued by the Town prior to start of program and have their ID's visible at all times while on the Property.

2.11 ALTERATION AND IMPROVEMENTS TO THE FACILITIES

Contractor must not make any permanent or temporary alterations, improvements, or additions to the Facilities, including, but not limited to, Park areas, as well as signs and banners, without the prior written consent of the Program Manager. Any alteration, improvement or addition to the Facilities approved by the Program Manager must be designed, constructed with appropriate permitting, installed, and

maintained in a good, safe, and workmanlike manner, and will be provided solely at the Contractor's expense.

Unless otherwise agreed in writing by the Town, any alteration, improvement, or addition to the Facilities made by Contractor shall be removed by Contractor at the expiration date or earlier termination date of the Agreement. If the Town desires to retain any alteration, Town will notify Contractor in writing of its intent prior to the termination date of this Agreement.

2.12 TOWN'S RIGHT TO OBSERVE AND INSPECT

Town has the right, but not the obligation, at any time, to have one or more of its representatives present during the Program(s) to observe the Contractor's Program(s), use of the Facilities, and make any inspections the Town deems necessary. The purpose of such observations and inspections are to ensure the Contractor's compliance with the terms and conditions of this Agreement.

2.13 MARKETING

Contractor will promote the program on its own and in partnership with the Town. All promotional materials will be approved by the Town prior to distribution and marketing materials must have the Town's logo on materials.

2.14 SIGNAGE

Contractor will not install or place any signs on Town Property without the prior written approval of the Program Manager.

2.15 LIABILITY RELEASE AND WAIVER REQUIREMENTS

The Contractor must require all staff, volunteers, and Program participants of legal age to submit to the Contractor signed liability release and waiver forms drafted or approved by the Town, releasing the Town and the Town's officers, employees, and agents, from any and all liability in connection with such students' participation in Contractor Program(s). The Contractor must require all Contractor's staff, volunteers, and Program participants not of legal age to submit Contractor liability release and waiver forms signed by their parents or legal guardians, drafted, or approved by the Town, and releasing the Town and the Town's officers, employees, and agents, from any and all liability in connection with such individual's participation in the Contractor's Program(s). Contractor must retain all such forms on file. The Town may inspect and copy such release and waiver forms at any reasonable time.

2.16 MONTHLY REPORTS

Contractor shall provide the Program Manager with a monthly report, which reflects the number of participants per class per Program, fees collected (if applicable), number of scholarships, number of Miami Lakes' residents and other necessary information determined by the Program Manager. In addition, the monthly report will also include a summary of the quality assurance plan and evaluations taken or implemented during the reporting month. The form and format of the report will be subject to the approval of the Program Manager.

2.17 TRANSPORTATION OF PROGRAM PARTICIPANTS

Where the Contractor provides transportation for Program participants, inclusive of trips, transportation from school to the Facilities, etc., the Contractor is solely responsible for all cost associated with such transportation for Programs even if the fees are paid by the Town. All vehicles must be fully insured as required by this Agreement and such vehicles are subject to inspection by Town staff. Vehicles not acceptable to the Town for use under the Agreement must be replaced by the Contractor at no additional cost to the Town.

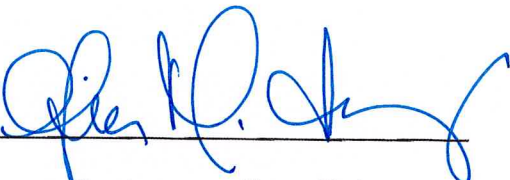
END OF SECTION

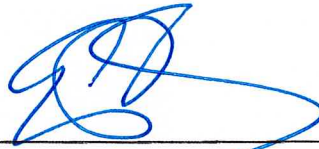
SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, Town and Licensee have executed this Agreement as of the dates set forth above.

Attest:

TOWN OF MIAMI LAKES

By: 
Gina Inguanzo, Town Clerk

By: 
Edward Pidermann, Town Manager

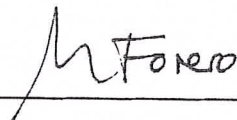
By: 
Lorenzo Chiello
Town Attorney

Signed, sealed, and witnessed in the presence of:

As to the Contractor:

(Snap Miami LLC)

By: _____

By: 
Name: MARIA FOREERO
Title: OWNER

(*) In the event that the Contractor is a corporation, Contractor shall be attached the corporate resolution authorizing the officer who signs the Agreement to do so in its behalf.

ATTACHMENT A. CONTRACTOR'S PROPOSAL



25th March 2021

Eduard Pidermann, Town Manager
Town of Miami Lakes,

Dear Mr. Pidermann,
Please find attached our response to ITN No: 2021-22: Recreation Program Services.

Snapology of Miami seeks to continue its two-year relationship with the Town of Miami Lakes to bring more of our extensive LEGO-based, award-winning, inclusive curriculum to further enhance the skillset of our youth and strengthen the community. As we have built brand recognition and trust with local families, we have seen an increasing number of participants in our Enrichment Programs and Camps. We are grateful to have been honored with your 2019 Best Children Enrichment Award and look forward to a long and fruitful partnership in the near future.

Our young LEGO builders have enjoyed all of our programs so far, from the first program creating their own Amusement Park with Motorized Rides, to recent Robotics classes building, coding and programing RoboPets and GameBots to making animated LEGO movies this Spring....And, they are ready for more.


The Snapology Approach

Our activities are designed to reinforce core STEAM (Science, Technology, Engineering, Art, and Math) and literacy competencies being taught at school. We provide a hands-on, interactive and fun “playful” learning experience for children in an environment where they are encouraged to create and build with materials and technology that stimulate their creativity and spark an interest in learning.

About Snapology of Miami

Snapology is a Pittsburgh-based company founded by two sisters with strong backgrounds in science. Over the last decade, Snapology has grown organically and by franchising to over 120 US cities and 17 international markets. Snapology has partnered with over four thousand schools and community centers to deliver hands-on STEAM focused programs for children of all ages. We also have a detailed, tailored-made curriculum for seniors and offer a wide range of intergenerational activities for all to enjoy. Snapology of Miami is a licensee of Snapology serving the South Florida area.

We are committed to bringing our broad curriculum to every child and family in Miami Lakes. We work closely with our partners and sponsors to ensure every member of the family, regardless of age, income or background has the opportunity to engage through learning, grow and thrive in a safe environment. As the owner of Snapology of Miami, I would like to thank you for your trust and for considering this application. We are excited about your plans and vision to make Miami Lakes an even more desirable location and the best city that Snapology serves in South Florida.
Sincerely


Maria Forero
Snapology of Miami



**INVITATION TO NEGOTIATE
RECREATION PROGRAM SERVICES**

**ITN No 2021-22
By Town of Miami Lakes**

Program Eligibility Met:

- Snapology is licensed and certified to operate multiple programs for the Town of Miami Lakes:
1) STEAM enrichment and seasonal camps for children ages 2-14 and 2) Senior Programs (for 55+)
- Snapology has successfully operated over the past two years at the Town of Miami Lakes receiving the award of Best Children Enrichment Provider in 2019

**Proposal submitted by:
Snapology of Miami Beach**



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Attachments:

- Section A Company Qualification Questionnaire
- Addendum Acknowledgement Form
- Certificate of Authority
- Notarization
- Anti-Kickback Affidavit
- Compliance with Public Records Law
- Conflict of Interest Affidavit
- Drug-Free Workplace Certification
- Non-Collusive Affidavit
- Public Relations Affidavit
- Sworn Statement on Public Entity Crimes
- 5x (1 page) resumes for staff members assigned to the Program

Application Contact :

Maria Forero

Owner, Snapology of Miami Beach,

5001 Collins Avenue, PH1, Miami Beach, FL 33140

Cell: (720) 204-0507

mariaf@snapology.com

Part 1 - Technical Submission

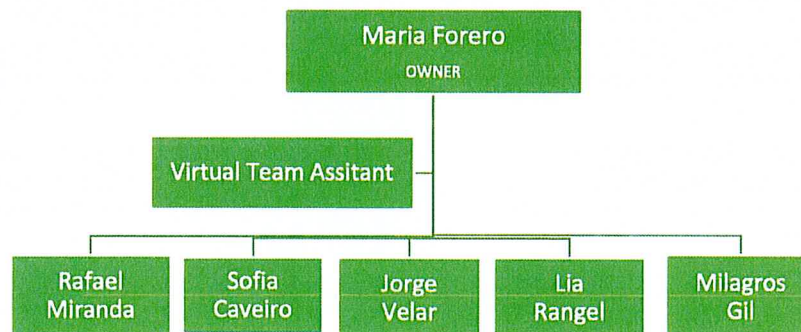
1. Administration & Staff Qualifications

1a. List of staff member assigned to the project (5 lead instructors)

1b Attach Resumes for each of the 5 proposed staff members

Title	Responsibilities	Education/ Qualifications/ Work Experience
Business Owner <i>Maria Forero</i>	Primary Responsibility for: 1) Successful Running of ALL Programs and Business Operations 2) Effective Management of the Team and Class Inventory, and 3) Timely Coordination/ Execution of Programs with Partners.	Qualifications and Work Experience Local, Female Business Entrepreneur 10 years Global Pharmaceutical Executive Experience, 7 years Investment Banking, 6 years Audit & Finance. Lived in 7 countries, worked in 63 countries. Education: BSc Human Genetics, Univ College London EMPH Public Health, Columbia University in NYC.
5 Lead Instructors <ul style="list-style-type: none"> • <i>Rafael Miranda</i> • <i>Sofia Caveira</i> • <i>Lia Rangel</i> • <i>Jorge Vela</i> • <i>Milagros Gil</i> 	Instructor Responsibilities are: 1) Supervision /Safety of Children in our programs 2) Execution of Program Activities from a) daily attendance taken, b) bathroom supervision to c) timely program execution 3) Parent Communication	Instructors are required to have: 1) Bachelors' Degree in Education, Science or Engineering 2) Education Certificate from State of Florida 3) Minimum of 2 years of teaching or tutoring 4) All State Clearances and Background Checks See individual resumes for ALL the team members

1c. **Organizational Chart** – Includes 5 instructors to oversee our programming at Town of Miami Lakes



2. Program Experience:

In the two years of operations, Snapology has built an extensive list of loyal, long standing, partners with whom we have done business consistently since April 2019, through 2020 and expanding our services in 2021. Snapology provides after school enrichment programs and seasonal camps (in person and online)

2a. List of Relevant Program Experience with other Entities, Agencies, & other Municipalities

Partner Institution	Program Experience	Duration	Age Groups
Montessori Academy of St John's, Miami Beach	<p><u>IN PERSON ENRICHMENT</u> Amusement Park Engineering, Movie Animation, 2x Robotic Programs, Drone Commander, BattleBots, and Video Game</p> <p><u>ONLINE PROGRAMING</u> Themed STEM Classes, Escape Games</p>	Aug 2019 to date	Grades 1-5
Fisher Island Day School	<p><u>7 WEEKS of SUMMER CAMP</u> Themed STEAM Programs for ~40 kids/wk</p> <p><u>IN PERSON ENRICHMENT CLASSES</u> Engineering & Robotics Programs for 2 groups of 5-10 students each</p>	May 2020 to date	Grades 1-5 PreK- K
Miami Children Museum	<p><u>2 WEEKS of SUMMER CAMP 2019</u> Foundational Engineering ~80 students/wk</p> <p><u>1 WEEK of WINTER CAMP 2019</u> Space Exploration, Star War and RoboPets</p> <p><u>1 WEEK of SPRING CAMP 2021</u> BattleBots and GameBots ~ 40 Students</p>	Aug 2019 to date	4 groups Ages 4-12. 4 groups Ages 7-12
YMCA South Florida	<p><u>1 DAY CAMP ROBOPETS ROBOTICS 2019</u> 35 students</p> <p><u>1 DAY WINTER CAMP 2019</u> Winter Escape Games, 25 students</p> <p><u>IN PERSON 1 DAY SUMMER CAMP 2020</u> Animal Explores with K-Nex & Trains, Planes and Automobiles ~ 10-15 students</p>	Oct 2019 Dec 2019 June 2020	Ages 6-12 2 Groups Ages 5-12 2 Groups Ages 5-12
Town of Surfside	<p><u>SUMMER & FALL VIRTUAL SERIES</u> Themed STEAM classes, ~5-15 students</p> <p><u>1 WEEK of SPRING CAMP</u> (5 students)</p>	July 2020 to date	Ages 5-12 Ages 5-12
Carrollton School of Sacred Heart	<p><u>IN PERSON & VIRTUAL PRESCHOOL ENRICHMENT</u> RoboPets</p> <p><u>2 WEEKS of SUMMER CAMP – JULY 2021</u> SuperStructures & LEGO Brick City</p>	Sept 2019 to date July 2021	Ages 4-5 Ages 5-12

2b. Reference Information- Any of our partners below can be contacted for verification purposes.

	Partner Institution	Contact Names / Role	Phone Number	Contact emails
1	Montessori Academy of St John's	Cynthia Rodriguez - Principal	(305) 534 8234 (305) 801 2182	cynthia@montessorimiamibeach.com mstick@montessorimiamibeach.com
2	Fisher Island Day School	Mike Bell- Principal Trevor Leaf- Director	(305) 531 2350 (603) 969 0164	mbellish@fids.org tleaf@fids.org
3	Miami Children Museum	Naldo Raphael-Director	(908) 313 6447	nraphael@miamichildrenmuseum.org
4	YMCA South Florida	John Tyson, E. Director John Ortega - Director	(973) 943 6738 (786) 925 2359	ityson@ymcasouthflorida.org jortega@ymcasouthflorida.org
5	Town of Surfside	Rebecca Flores Director	(305) 586 7466	RFlores@townofsurfsidefl.gov
6	Carrollton School of Sacred Heart	Denise Valle- Director	(305) 446 5673 Ext x2341	ddelvalle@carrollton.org
7	City of NMB	Andy Plotkin - Director	(305) 498 8725	Andrew.plotkin@citynmb.com

3. Program Design and Schedule

Snapology is seeking to run the following Recreational Programs for the Town of Miami Lakes:

- **Specialty Camps** (Winter, Spring, Summer) for 2 ages groups: Pre-K (Ages 0-4) & Youth (5-12)
- **AfterSchool Enrichment Programs** for 2 ages groups: Pre-K (Ages 0-4) and Youth (5-12), and also
- **Senior Programs** for people 55+

Specialty Camps

Snapology offers Seasonal S.T.E.A.M Camps (during Summer, Spring and Winter breaks) and will be excited to bring its extensive curriculum to the Town of Miami Lakes. Snapology typically delivers camps in the form of either a 3-hour Morning Camp for five days a week or a 3-hour Afternoon Camp, five days per week. We can also deliver full seasonal camps from 7am to 6pm every day, five days per week.

3a. Detailed Schedule listing daily and weekly activities for the Youth Group (5-12)

ACTIVITIES	Monday	Tues	Wed	Thursday	Friday
7:00am - 8:30am	PRE-CAMP CARE (Drop- In, Breakfast and Creative Play)				
9:00 -10am	SNAPOLOGY (9-12pm) MORNING CAMP				
10:00 -10:15am	Snack Break				
10:15-11:00am	SNAPOLOGY (9-12pm) MORNING CAMP				
11:00 -11:15am	Active Play				
11:15-12:00pm	SNAPOLOGY (9-12pm) MORNING CAMP				
12:00-1:00pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00-2:00pm	SNAPOLOGY (1-4pm) AFTERNOON CAMP				
2:00-2:15pm	Snack Break				
2:15-3:00pm	SNAPOLOGY (1-4pm) AFTERNOON CAMP				
3:00-3:15pm	Active Play				
3:15-4:00pm	SNAPOLOGY (1-4pm) AFTERNOON CAMP				
4:00-6:00pm	AFTER CAMP CARE (Pick Up, Dinner, Creative Play)				

3a. Detailed Schedule listing daily and weekly activities for Pre-K (Ages 0-4)

ACTIVITIES	Monday	Tues	Wed	Thursday	Friday
8:45am - 9am	Check-In	Check-In	Check-In	Check-In	Check-In
9-9:30am	Snapology ABCs & 123s				
9:30-10am	Story & Snack	Story & Snack	Story & Snack	Story & Snack	Story & Snack
10-10:30am	Junior Creator's Club & KinderBots				
10:30 -11am	Music & Games	Music & Games	Music & Games	Music & Games	Music & Games
11am-11:30pm	Animal Explorers / Discovering Dinosaurs				
11:30 -12pm	LUNCH				
12:00-12:30pm	PICK UP HALF DAY CAMPERS				
12:00-1pm	NAP TIME				
1-1:30pm	Shapes, Colors & Counting				
1:30pm -2pm	Story & Snack	Story & Snack	Story & Snack	Story & Snack	Story & Snack
2:00-2:30pm	Planes, Trains and Automobiles				
2:30-3:00pm	Art & Games	Art & Games	Art & Games	Art & Games	Art & Games
3:00-3:30pm	Junior Engineers & RoboPets				
3:30pm - 4pm	Show and Tell Circle- What We Learnt Today				
4pm - 4:30pm	Pick Up	Pick Up	Pick Up	Pick Up	Pick Up

3a Detailed Procedures

- Online Registration Process** - Camp registration process is done online (pre-camp email template to parent available for review). Every week, prior to camp, parents receive a “parents connection letter” detailing the goals of the chosen Snapology program, benefits of the program, key activities to be performed and any parent invite to the end-of-week “program showcase event”
- Quick, Safe, Drop Off Process** -Every day, children will be dropped off at a “camp registration desk” run by Snapology instructor at the established location/ time. Daily sign-in protocols at the door will be run by the Snapology. Temperate checks are required on parents and campers and Snapology pick up cards with Child’s Name will be handed out to parents and required for Safe Pick Up. A color-coded wristband will be used per child to indicate approval by parents to allow the child to work with friends of similar age / social cohort or work independently during camp. After the sign-in, the child will be moved to their assigned classroom with a support instructor for pre-camp care.
- Quick Safe, Pick Up Process** – Parents should present their pick-up card to the assigned Snapology instructor for release of the child(ren) to the parent. Only one family at a time will be assisted in a single line. **Late Pick-Up** – In the event a participant not being picked up on time, the instructor will contact the parent/ legal guardian and then emergency contacts listed on the registration form. Local authorities will then be notified. Staff are not permitted to transport children and a late fee of \$1 per minute will be charged. Participants will be terminated after three late pick-ups in a program.
- Detailed COVID 19 Policy** - Snapology COVID 19 policy has been shared with Town of Miami Lakes. Snapology will follow daily established CDC Covid-19 screening protocols (daily temperature checks, mask wearing, distancing guidelines) and will enforce compliance of protocols by staff and students.
- Program goals and Parent Communication** - Every week, prior to camp, parents receive a “parents connection letter” detailing the goals of the chosen Snapology program, benefits of the specific curriculum, a preview of key activities to be performed by the campers and any invites to the end-of-week program showcase parent event.
- Weekly Feedback and Reporting** – At the end of every week, Snapology will report back to the Town of Miami Lakes the highlights of the week sharing pictures, videos, parent feedback and testimonials
- Transportation** - Snapology camps and enrichment classes usually do not require transportation services as parents typically drop off and pick up their children. In the event the Town of Miami

Lakes would require such a service, Snapology would work with a qualified transportation company that services the Town already, to provide such services following approved safety procedures.

- **Daily Snacks** – Snapology is not licensed in the area of food handling and prefers participants to provide their own snacks/lunch as this limits concerns and problems with allergies and diet. In the event the Town of Miami Lakes would require snacks/lunches, Snapology would work a qualified vendor experienced in providing snacks and lunches for campers.

3b Techniques to obtain and maintain enrollment numbers

Snapology will allow parents to enroll in summer camps on a weekly basis but will incentivize them to extend enrollment with discounts and will allow “siblings discounts” to apply to participants’ close friends enrolling in multiple weeks at a time. Snapology’s registration system keeps track of participants on a waiting list and allows for a resourcing decision to be made prior to the camp start to open up a second group camp to run in parallel.

3c Quality Assurance Evaluation Plan to ensure Quality Assurance

Snapology will run a rolling system of weekly “ad hoc” class observations by a supervisor and parent / participant feedback to keep a pulse on the level of satisfaction on each of the summer programs running. In addition, the instructor will gather informal student feedback at the end of each day and will report back to the supervisor and suggest any changes to the curriculum, length or mix of activities. Program success will be directly measured / monitored by parent feedback and testimonials, and indirectly measured by repeat registrations and recommendations. Partner satisfaction is measured by positive feedback, awards, loyalty, and long-term business partnerships.

3d Three References from successfully completed programs

1) Naldo Raphael – Camp Director at Miami Children’s Museum, 2) John Tyson – Executive Director of YMCA South Florida and 3) Michael Bell – Principal at Fisher Island Day School

- **Program Breakdown by Category** – Snapology’s programs are categorized as follows:

Category	Description	Snapology Programs
Core S.T.E.A.M. Programs	Focus on Common Core and Next Generation Science Standards that teach children about S.T.E.A.M. through manipulation of various DUPLOs, LEGO or Knex models. Our Activities challenge participants to cultivate problem solving skills through application of the academic method and project planning	Basic, Intermediate, Advanced Engineers, Alternative Energy, Art History (Art Brick Design), Amusement Park Adventure, SuperStructures (Architecture), Snapology Scientists, Science of Slime, Fidget Spinners, Science of SuperPowers, Escape Snapology and Sports Science, STEM Survivor, Amazing Race
Robotics and Coding	Teach children the basics of computer programming and engineering through interactive robotic model builds and challenges. Our Robotic enrichment series offers children ages 6-14 hands on experience	Incredible Invention Robotics, Creature Creator Robotics, Mega Machines, Real World Robotics, Space War, AttackBots, KinderBots, GameBots,

	developing computer skills, problem solving skills and teamwork capabilities	Rescue Mission, Combat Robots and Robot Challenge
Technology Programs	Teach children computer skills, problem solving skills and team work capabilities through fun interactive programs	Animation Studios (Movie Making), Minecraft Animation, Star Wars Animation, Video Game Design, Drone Commander
Themed S.T.E.A.M. Programs-	Designed to promote creative play, teamwork and social skills. Through the use of popular themes, students are engaged a variety of theme-focused activities while learning engineering principles and putting purpose to their building through blueprinting.	Minecraft Basic, Epic and Advanced, Ninjas, Jedi Masters, Superheroes, Monster Mania, Military Patriots, Mini-Figure Mania, Frozen, Castles Kingdoms & Wizards, Snapology Friends, Superheros of the Bible, Building Faith, Pokemania, Angry Birds and Planes, Trains and Automobiles, LEGO Brick City,
PreSchool Programs	These programs incorporate DUPLO® blocks and are designed to inspire creativity and enhance fine motor skills while teaching lessons such as letter recognition, phonics, writing skills and basic engineering.	ABCs & 123s, Junior Creators Club, Junior Engineers, Junior Scientists: All About Animals, Discovering Dinosaurs, Shapes, Colors and Counting, Animal Explorers, Plane, Trains and Automobiles, KinderBots and RoboPets

AfterSchool Enrichment Programs

Our programs are developed to meet Common Core Standards & Next Generation Science Standards and are executed in one-hour classes, once a week, for a total of 6-13 weeks)

Enrichment Program Schedules by Age - Snapology will bring its K-1 Enrichment Classes to all 5 sites every day of the week 2-5PM (incl. Mommy and Me classes)

ACTIVITIES	Monday	Tues	Wed	Thursday	Friday
1:45pm-2pm	PRE-CLASS CARE (Drop- In & Snack)				
2pm to 5pm	SNAPOLOGY K-1 After School S.T.E.A.M. Enrichment				
5pm - 5:30pm	AFTER-CLASS CARE (Pick Up, Snack)				

Snapology will bring its Enrichment Classes for Grades 2-5th to all 5 sites every day of the week 3-7PM

ACTIVITIES	Monday	Tues	Wed	Thursday	Friday
2:45pm-3pm	PRE-CLASS CARE (Drop- In & Snack)				
3pm to 6:30pm	SNAPOLOGY Grades 2-5 th After School S.T.E.A.M. Enrichment				
6:30pm - 7pm	AFTER-CLASS CARE (Pick Up, Snack)				

Snapology for Senior Citizens Program

Our Seniors Program offer immense benefits for learning or refining computer and technology skills, keeping up dexterity and mental sharpness, and providing a venue for social interaction to bridge the intergenerational gap between grandparents and grandchildren (often LEGO lovers & keen we need to re-establish new habits and activities that reunite and celebrate families. Snapology believes we can do so using our LEGOs programs to bring the elderly and the youth together to design, build and thrive together (in a community center, a retirement or nursing homes). We be happy to discuss further to refine the idea and find the best way to bring this to Miami Lakes.

4. Inclusivity Narrative

4a Snapology Qualifications and Experience working with Children with Special Needs

1) Snapology's Inclusive Curriculum of core and themed STEAM programs for all ages and spectrum of learning needs (special, neuro-typical, gifted children). Our programs are popular with both traditional and special needs children, including on the autism spectrum and with sensory processing needs.

2) Popular and Loved with Special Needs Children. Many of our programs are particularly popular with special needs children because they love to follow step by step building instructions that lead to a successful output, an opportunity for social development by working in teams, taking turns to build, problem solve specific challenges and story telling the final output in small groups.

3) In our experience, special needs students thrive (technically and socially) in our enrichment classes

4) Our team has been carefully selected to be able to oversee/ run programs with special needs kids

One of our instructors, Rafael Miranda, is a trained RBT (Registered Behavioral Technician) that works with Special Needs Children every day and Lia Rangel is completing her second BSC in Education for Special Needs with extensive experience in the field as well.

5.Scholarships and Funding Sources

5.a Describe Snapology 's ability to provide scholarship opportunities.

Snapology 's mission is to bring STEAM education to every child in South Florida regardless of its financial circumstances. Even though Snapology would like to provide future scholarships and financial assistance, to low-income families it has to, first, build a network of corporate sponsors and funders and receive the much-needed funds that can be made available. As a relatively new and small local business, Snapology is still trying to build its brand and business scale following a tough year.

5.b Describe approach to researching and seeking funding opportunities.

Funding Sources: We understand we need to develop a relationship with The Children' s Trust and United Way that provide financial assistance and program support for afterschool and summer camp programs. This funding will allow us to provide high quality programs to a bigger cohort of students in underserved areas, provide transportation, and purchase additional KITS and class materials. We will be seeking to work with the Children' s Trust to get funding for local summer camp programs.

Outreach to Schools for STEAM GRANTS, Title 1 Funds and 21st Century Grants – We are committed to finding and filing for available STEAM grants to support Youth Development programs in Miami Lakes. We are mapping out and building a database of all STEAM grants by state with rolling deadlines to tap into those resources as well as working with Title 1 Schools and 21st Century Grant Writers to bring those resources to Miami Lakes.

6. Program/Participant Expansion Plan and Marketing

6.a In our 2 years of operations, Snapology of Miami (as a licensee of Snapology serving the South Florida) has earned a place in the community and the loyalty and respect of many of our partners that work with us every season and rely on us to bring the best S.T.E.A.M programing to South Florida. We will treasure and honor the opportunity to continue to service Miami Lakes and evolve our offering to service the needs of your community.

As we get the tail end of the Covid19 pandemic and bring vaccines to all family members to build the community immunity, we see the need for two distinctive goals: 1) to bring families together with more family classes and inter-generational activities and to continue rebuild the love of learning in our youth with more fun, engaging programs. That is what Snapology is here for.

5. Marketing

Our Marketing Playbook details our seasonal marketing strategies and outreach techniques to build our brand locally and drive maximum program participation. Our outreach is a three-pronged approach:

- 1) Regular e-mail marketing to both our growing list of families, constantly seeking new programing (online or in-person offering) for their children; as well as our expanding list of business partners / school collaborators that seek to be informed about our community partnerships, in-house fieldtrip ideas, curriculum updates, and opportunities for collaboration with online or in-person offerings.
- 2) Our website and blogs constantly evolving to show latest themes, and class schedule locally and
- 3) Direct social media (Facebook, Instagram and our Google Business Page) targeting local families. We work with local children content aggregators (fun4kidsmiami, todowithkids magazine) to spread the word. Our Marketing outreach starts several months before camps (early April) and several weeks before any after school enrichment program (during summertime). Additional marketing takes place while programs are in session to continue optimizing enrollment.

Target Population	Residents of the Town of Miami Lakes
Our Joint Mission	To bring high quality, affordable, fun and engaging STEAM programs to every child
Marketing Campaigns	Rebuild the Love of Learning in every child in Miami Lakes Rebuild family connections with our fun, engaging inter-generational & senior classes
Snapology Value Proposition	Award-winning, hands-on, STEAM focused programs for children of all ages and learning abilities. Intergenerational & senior programs to engage, connect & thrive
Marketing Materials	Snapology marketing team will prepare co-branded materials with the Town of Miami Lakes (e.g e mail communications, social medial posts, marketing leaflets etc)
Outreach Strategy	Three-pronged approach (direct email communication, website/ blogs, social media) to increase program participation across all sites and activities for all age groups
Referral Strategy	Leverage prior program participants to expand the participation base into future programs and expand reach into local public / private schools and other local partners.
Retention Strategy	Hired committed, passionate instructors that deliver high quality programing and high customer satisfaction. Engage families to receive feedback and suggestions on how to make each program better than the one before in the Miami Lakes community
Pricing/ Positioning	Program fees will be affordable but competitive, in line with other specialized services. Financial assistance will be secured and made available to low-income families.



25th March 2021



**INVITATION TO NEGOTIATE
RECREATION PROGRAM SERVICES**

**ITN No 2021-22
By Town of Miami Lakes**

**Proposal submitted by:
Snapology of Miami**



Part 2 – Pricing and Fees Submission

Snapology prides itself in its flexibility to work with any partner and any budget. We are able to adjust our rates to ensure we can bring our programs to a wide range of audiences. We can play with different levers to define the optimal price per partner and event:

Pricing Levers:

- Curriculum choice and materials: Do we use loose LEGO bricks or engineering kits with tablets, drones, advanced robotics kits etc?
- Program Duration: Single hour class vs full day/ full week camp?
- Number of Participants: Small group vs larger group per class
- Number of Instructors and Experience required: Single instructor vs Multiple Instructors

The exhibit below should be used as an example.

Children's Programs	Fees
After School Enrichment Classes	\$15 per student per class / \$150 for 10-week semester
Seasonal Camps	\$220 per camper per week
One Day Camps / Workshops	\$70 per camper per day

Senior's Programs	Fees
Senior Hands-On Play	\$15 per senior per class / \$90 for a 6-week program
InterGenerational Activities	\$15 per 1 hour class



A. Company Qualification Questionnaire

Some responses may require the inclusion of separate attachments. Separate attachments should be as concise as possible, while including the requested information. In no event should the total page count of all attachments to this Form exceed five (5) pages. Some Information may not be applicable, in such instances insert "N/A".

A. Company Profile

1. Name of Company: SNAP MIAMI LLC
 - a. Registered D/B/A Name (if applicable): SNAPOLOGY OF MIAMI BEACH
2. Years has your company been in business under its current name and ownership? 2 YEARS
 - a. Professional Licenses/Certifications (include name and number)* MIAMI DADE PUBLIC SCHOOLS VENDOR Issuance Date 1ST AUG 2019
VENDOR # 6523581
3. Type of Company: (Circle one): Individual Partnership Corporations LLC Non-Profit
 If other, please describe the type of company: _____
 - a. FEIN/EIN Number: 83-4117276
 - b. Date registered to conduct business in the State of Florida: 1ST APRIL 2019
 - i. Date filed: 1ST APRIL 2019 Document Number: L19000087914
4. Name and Licenses of any prior companies

Name of Company	License No.	Issuance Date
<u>N/A</u>		
5. Name of affiliated companies (where individuals are owners or board members of multiple companies)

N/A
6. Company Ownership or Board of Directors
 - a. identify all owners/board members of the company
MARIA FORERO / OWNER



7. Have any claims lawsuits been file against your company in the past 5 years, If yes, identify all where your company has either settle or an adverse judgment has been issued against your company. Identify the year basis for the claim or judgment & settlement unless the value of the settlement is covered by a written confidentiality agreement.

NONE

8. To the best of your knowledge is your company or any officers of your company currently under investigation by any law enforcement agency or public entity. Yes No If yes, provide details on a separate sheet.
9. Key Staff or Principals of the company (have) _____ (have not) been convicted by a Federal, State, County or Municipal Court of or have any pending violations of law, other than traffic violations. To include stockholders over ten percent (10%). Explain any convictions or pending action on a separate sheet.
10. Has your company been assessed liquidated damages or defaulted on a project in the past five (5) years? Yes No (If yes, provide an attachment that provides an explanation of the project and an explanation.
11. Has the Proposer or any of its principals failed to qualify as a responsible proposer, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last five (5) years? Yes No If yes, provide details on a separate sheet.
12. Has the proposer or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership? Yes No If yes, give date, court jurisdiction, action taken, and any other explanation deemed necessary.

B. Company Operations & Procedures

1. Does your company have written plans, policies & procedures in place for the following:
- a. Care of children with special needs, which include providing reasonable accommodations in accordance with the American Disabilities Act (ADA). Yes No
 - b. Child behavior management. Yes No
 - 2. Recruitment, training, selection, screening, management, and retention of staff. Yes No
 - 3. Enforcement of health and safety standards established by federal, state, and local regulations. Yes No
 - 4. Emergency plan for severe weather conditions, missing children, sick children, and other unplanned emergencies for participants and staff Yes No
 - 5. Managing enrollment and waiting lists. Yes No
 - 6. Staffing ratios following Florida and national standards and managing age/grade categories and interaction of age groups. Yes No



- 7. Marketing plan
- 8. Transportation safety, supervision, and staffing
- 9. Able to provide transportation of participant on field trips with adequate staffing While transporting participants to and from community center.
- 10. Provides a nutritious daily snack and/or lunch to participants that meet USDA guidelines for summer food service programs.

Yes No

Yes No

Yes No

Yes No

} *

C. Current and Prior Experience

a. Current Experience

Provide an attachment to this questionnaire that lists all current projects or contracts, recently awarded, or pending award, including the owner's name, title and value of project, scope of work, projected or actual start date, projected completion date.

** Currently not Required Bi
can do so if required by*

*Town of
Miami
Lakes*

b. Prior contracts or projects of a similar size, scope, and complexity:

Provide an attachment to this Questionnaire that includes contracts or projects the Bidder considers of a similar, size, scope and complexity that the Town should consider in determining the Bidders responsiveness and responsibility. This attachment must include the contracts or projects that meet the minimum number of contracts or projects identified in Section A of the solicitation.

Information provided must include the owner's name, address and contract person, including telephone & e-mail, title of contract or project, location of project, scope, initial value and final cost of the contract or project, projected and final timeframes for completion in calendar days. A verifiable reference letter is to be completed by the owner of the Project and submitted as part of the Bid submission. Bidders must use Form CRL for its reference letters.

By signing below, Proposer certifies that the information contained herein is true and accurate to the best of Proposer's knowledge.

By: *M Forero*
Signature of Authorized Officer

25th MARCH 2021
Date

MARIA FORERO
Printed Name



ADDENDUM ACKNOWLEDGEMENT FORM

Solicitation No.: ITN 2021-22

Listed below are the dates of issue for each Addendum received in connection with this Solicitation:

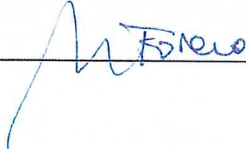
Addendum No. <u>1</u>	Dated <u>MARCH 23rd 2021</u>
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____

No Addendum issued for this Solicitation

Firm's Name: SNAP MIAMI LLC (SNAPOLOGY OF MIAMI BEACH)

Authorized Representative's Name: MARIA FORERO

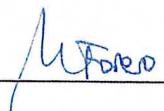
Title: OWNER

Authorized Signature: 

**CERTIFICATE OF AUTHORITY
(IF CORPORATION)**

I HEREBY CERTIFY that at a meeting of the Board of Directors of SNAP MIAMI LLC (SNAPOLOGY OF MIAMI BEACH), a corporation organized and existing under the laws of the State of FLORIDA, held on the 25 day of MARCH, 2021, a resolution was duly passed and adopted authorizing (Name) MARIA FORERO as (Title) OWNER of the corporation to execute bids on behalf of the corporation and providing that his/her execution thereof, attested by the secretary of the corporation, shall be the official act and deed of the corporation. I further certify that said resolution remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 25 day of MARCH, 2021.

Secretary: 

Print: MARIA FORERO

**CERTIFICATE OF AUTHORITY
(IF PARTNERSHIP)**

I HEREBY CERTIFY that at a meeting of the Board of Directors of _____, a partnership organized and existing under the laws of the State of _____, held on the ___ day of _____, _____, a resolution was duly passed and adopted authorizing (Name) _____ as (Title) _____ of the to execute bids on behalf of the partnership and provides that his/her execution thereof, attested by a partner, shall be the official act and deed of the partnership.

I further certify that said partnership agreement remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____, day of _____, 20____.

Partner: _____

Print: _____

NOTARIZATION

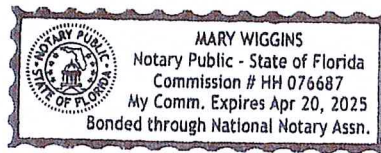
STATE OF FLORIDA)

) SS:
COUNTY OF MIAMI DADE)

The foregoing instrument was acknowledged before me this 25 day of MARCH, 20 21, by MARIA FORERO, who is personally known to me or who has produced M Forero as identification and who (did / did not) take an oath.

FDL-F660-564-71544-0

Mary Wiggins
SIGNATURE OF NOTARY PUBLIC
STATE OF FLORIDA

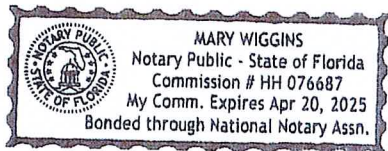


Mary Wiggins
PRINTED, STAMPED OR TYPED
NAME OF NOTARY PUBLIC

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA }
 }
 } SS:
COUNTY OF MIAMI-DADE }

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the Town of Miami Lakes, its elected officials, and SNAP MIAMI LLC or its design consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.



By: Maria Foreiro MARIA FOREIRO
Title: OWNER

BEFORE ME, the undersigned authority, personally appeared MARIA FOREIRO to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that MARIA FOREIRO executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 25th day of MARCH, 2021

My Commission Expires:

Mary Wiggins
Notary Public State of Florida at Large

COMPLIANCE WITH PUBLIC RECORDS LAW

The Town of Miami Lakes shall comply with the Public Records Law as provided by Chapter 119, Florida Statutes, and all applicable amendments. Applicants must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected by separate envelope, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a response authorizes release of your firm's credit data to the Town of Miami Lakes.

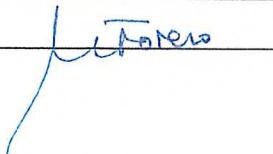
If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their submittal/proposal package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the Town in a separate envelope marked "EXEMPT FROM PUBLIC RECORDS LAW". Failure to identify protected material via a separately marked envelopment will cause the Town to release this information in accordance with the Public Records Law despite any markings on individual pages of your submittal/proposal.

- (a) CONTRACTOR acknowledges TOWN'S obligations under Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, to release public records to members of the public upon request. CONTRACTOR acknowledges that TOWN is required to comply with Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, in the handling of the materials created under this Agreement and that said statute controls over the terms of this Agreement.
- (b) CONTRACTOR specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:
1. Keep and maintain public records that ordinarily and necessarily would be required by TOWN in order to perform the services required under this Agreement;
 2. Provide the public with access to public records on the same terms and conditions that TOWN would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and
 4. Meet all requirements for retaining public records and transfer, at no cost to the TOWN, all public records in possession of CONTRACTOR upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to TOWN in a format that is compatible with the information technology system of TOWN.
- (c) Failure to comply with this Section shall be deemed a material breach of this Contract for which TOWN may terminate this Agreement immediately upon written notice to CONTRACTOR.

By submitting a response to this solicitation, the company agrees to defend the Town in the event we are forced to litigate the public records status of the company's documents.

Company Name: SNAP MIAMI LLC (SNAPOLOGY OF MIAMI BEACH)

Authorized representative (print): MARIA FORERO

Authorized representative (signature):  Date: 25th MARCH 2021

CONFLICT OF INTEREST AFFIDAVIT

State of FLORIDA }
 } SS:
 County of MIAMI DADE

MARIA FORERO being first duly sworn, deposes and says that he/she is the (Owner, Partner, Officer, Representative or Agent) of SNAP MIAMI LLC the Proposer that has submitted the attached Proposal and certifies the following; (SNAPOLOGY OF MIAMI BEACH)

Proposer certifies by submitting its Proposal that no elected official, committee member, or employee of the Town has a financial interest directly or indirectly in this Proposal or any compensation to be paid under or through the award of a contract, and that no Town employee, nor any elected or appointed official (including Town committee members) of the Town, nor any spouse, parent or child of such employee or elected or appointed official of the Town, may be a partner, officer, director or employee of Proposer, and further, that no such Town employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Proposer. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Proposer. Any contract award containing an exception to these restrictions must be expressly approved by the Town Council. Further, Proposer recognizes that with respect to this solicitation, if any Proposer violates or is a party to a violation of the ethics ordinances or rules of the Town, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to Town, or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Proposer may be disqualified from furnishing the goods or services for which the Proposal is submitted and may be further disqualified from submitting any future bids or proposals for goods or services to the Town. The terms "Proposer" as used herein, includes any person or entity making a bid or proposal to the Town to provide goods or services.

Proposer further certifies that the price or prices quoted in the Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

[Signature]

Witness

[Signature]

 Witness

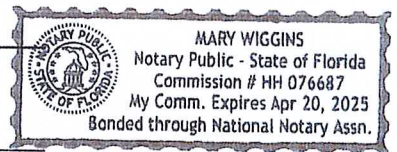
By: _____

MARIA FORERO

(Printed Name)

OWNER

(Title)



BEFORE ME, the undersigned authority, personally appeared MARIA FORERO to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that MARIA FORERO executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 25th day of MARCH, 2024

My Commission Expires:

[Signature]

 Notary Public State of Florida at Large

DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

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 dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, 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 Chapter 894, Florida Statutes, 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.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

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

SNAP MIAMI LLC
Company Name: SNAPOLOGY OF MIAMI BEACH

25th MARCH 2021
Date

Maria Forello
Authorized Signature:

MARIA FORELLO, OWNER
Printed Name and Title

NON-COLLUSIVE AFFIDAVIT

State of FLORIDA }
 } SS:
County of MIAMI DADE

MARIA FORERO being first duly sworn, deposes and says that:

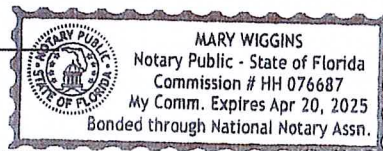
- a) He/she is the OWNER, (Owner, Partner, Officer, Representative or Agent) of SNAPOLOGY OF MIAMI, the Bidder that has submitted the attached Proposal;
- b) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- c) Such Proposal is genuine and is not collusive or a sham Proposal;
- d) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the attached Proposal or of any other Bidder, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;
- e) Price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

Charles Hudson
Witness

Alroy Parker
Witness

By: M Forero
MARIA FORERO
(Printed Name)



OWNER
(Title)

BEFORE ME, the undersigned authority, personally appeared MARIA FORERO to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that MARIA FORERO executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 25th day of March, 2021

My Commission Expires:

Mary Wiggins
Notary Public State of Florida at Large



PUBLIC RELATIONS AFFIDAVIT

Bidder's Name: SNAP MIAMI LLC SOLICITATION No.: ITN 2021-22
SNAPOLOGY OF MIAMI BEACH

By executing this affidavit, Proposer discloses any personal or business relationship or past experience with any current Town employee or elected representative of the Town.

Proposer shall disclose to the Town:

- a) Any direct or indirect personal interests in a vendor held by any employee or elected representative of the Town.

NONE

Table with 3 columns: Last name, First name, Relationship. Three empty rows for data entry.

- b) Any family relationships with any employee or elected representative of the Town.

NONE

Table with 3 columns: Last name, First name, Relationship. Three empty rows for data entry.

Authorized Signature (Handwritten signature)

Date: 25th MARCH 2021

Print Name: MARIA FORERO

Title: OWNER

SWORN STATEMENT ON PUBLIC ENTITY CRIMES

SECTION 287.133(3)(a), FLORIDA STATUTES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Town of Miami Lakes

by MARIA FORELLO
[print individual's name and title]

for SNAP MIAMI LLC (SNAPOLOGY OF MIAMI BEACH)
[print name of entity submitting sworn statement]

whose business address is

5001 COLLINS AVENUE, PH1
MIAMI BEACH, FL 33140

and (if applicable) its Federal Employer Identification Number (FEIN) is 83-4117276

(If the entity has no FEIN, include the Social Security Number of the individual

signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)9g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or the United States, including, but not limited to, any bid or contract for goods and services to be provided to any public entity or an agency or political subdivision of any other state or of the United States involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation. MF

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction or a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere. MF

4. I understand than an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means: MF

a. A predecessor or successor of a person convicted of a public entity crime; or

b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime.

The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who

has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an entity. MF

6. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

___ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, not any affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ This entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM. MF

BEFORE ME, the undersigned authority, personally appeared MARIA FORERO to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that MARIA FORERO executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 25th day of MARCH, 2021

My Commission Expires:

Mary Wiggins
Notary Public State of Florida at Large



M Forero
MARIA FORERO
OWNER, SNAPOLGY OF
MIAMI BEACH

Rafael Miranda

Sports Instructor - Summer Camp Sports Supervisor

13615 SW 158th Pl.
Miami, 33196
(305) 987-5451
rmbdas17@gmail.com

EXPERIENCE

YMCA, South Dade — Sports Instructor

September, 2018 - February, 2020

3 time YMCA champion in Basketball, 3 seasons as a Soccer coach, Volleyball assistant.

Assistant to the Regional Manager, Summer Camp Sports Supervisor.
Was offered the job as Sports Instructor due to my work as a Volunteer.

Snapology, Miami Beach — Lead Instructor

July, 2019 - Present

Lead instructor at Snapology of Miami Beach. Worked at Fisher Island Day School, Carrollton, Miami Lakes Youth Center, YMCA South Dade, etc.

Gulliver Prep – Soccer Coach

March 2020 - July 2020

Worked as a soccer coach for Gulliver Prep for a season.

RMB Academy - Founder, Owner

July 2020 - Present

Opened my own sports business currently servicing over 20 clients and employing 2 staff members.

Registered Behavior Technician – RBT

February, 2020 - Present

Certified and trained RBT. Currently working with a client 30h per week implementing a Behavior reduction plan.

EDUCATION

Florida International University, Miami — International Relations

January, 2019 - Present

Currently a Senior, Graduated from High School with 37 credits, 3.9 Unweighted GPA.

Expected Graduation Year 2022

SKILLS/INTERESTS

CPR Certified

Music Producer

Minecraft

Witting Movies/Skits

HTML

Sports (Practicing, Coaching, Watching)

AWARDS/RECOGNITION

International Baccalaureate Diploma

1st Team All Dade

Employee of the Month Vote

International Baccalaureate Diploma

Most Languages Spoken in High School

LANGUAGES

Spanish-Native

Portuguese-Native

German-Native

English-Fluent

Italian-Proficient

Gallego-Native

Swiss (Dialect)-Native

Lia A. Rangel

Nature Teacher + Preschool STEAM Instructor

7621 NE 1st Ave.
Miami, FL 33138
(305) 316-2986
liarangel1@gmail.com

EXPERIENCE

Snapology of Miami Beach— *Preschool STEAM Instructor*

February 2021 - PRESENT

Lead and engage groups of up students through curriculum-guided STEAM activities while adapting to the needs of each unique group to foster a fun and safe learning environment.

Take Root, Miami — *Nature Teacher*

February 2021 - PRESENT

implementing a variety of methods to engage children - song, story, play and hands on activities (science, natural history, arts and crafts, drama and more).

Minds of Tomorrow, Little Haiti— *Creative Mentor*

January 2021 - PRESENT

Empowering and inspiring students to shape the future through STEAM enrichment programs.

The Education Fund, Miami— *Garden Educator*

August 2017 - January 2019

Lead students to put science and art concepts into practice as they explore, observe, and eat their way through the gardens.

EDUCATION

Grand Canyon University, Phoenix — B.S Elementary Education and Special Education

2020 - 2023

Miami Dade College, Miami— A.S Environmental Science, A.A in Art Education

2018- 2020

Almost completed degrees but went on to pursue Bachelor's at GCU directly thanks to eligibility via already completed credits.

SKILLS

Sufficient knowledge of Microsoft Office, well-developed social media and computer proficiency, excellent customer service and communication skills, eager to take initiative and come up with creative solutions. easily balance tasks and manage time efficiently, and adaptable to many situations and environments. Relative understanding of Florida ecology, advanced experience with growing plants, plant species identification. Great with leading children and assessing their individual needs while keeping an inclusive environment conducive to learning and student fulfillment.

LANGUAGES

Fluent in English and Spanish.
Currently learning Portuguese and French.

Sofia Caveiro
Miami, FL
sofiacave.art@gmail.com
(305) 733-2780

Education

Florida International University
Bachelor's Degree in Art & Art History
Minor in Art Education

Work Experience

Summer Camp Counselor

Shake-A-Leg Miami
Coconut Grove, FL
2012 to 2016

- Assisted children and adults with special needs and/or disabilities
- Provided a variety of hands-on learning experiences through arts and water sports

Art Teacher Assistant

Coconut Grove Elementary
2018

- Co-designed a lesson plan for a class of twenty-one diverse students.
- Provided a variety of hands-on learning experiences that included the use of modern teaching methods
- Created a classroom environment that was supportive, creative, stimulating, and encouraging for all students
- Student Development
- Classroom Management

Gallery Guide

The Wolfsonian
Miami Beach, FL
2019-2020

- Greeted and provided visitors with detailed information on museum and exhibitions.
- Conducted research on curated objects and artifacts.
- Transcription audio projects for curatorial team and director of museum.

Crayola Imagine Arts Academy: Lead Art Instructor

Miami, FL
2020 to present

Snapology: Lead STEAM Instructor

Miami Beach, FL
2020 to present

- STEAM based learning
- Hands-on learning experiences that include the use of modern technology

Jorge Velar

2238 Adams ST, Hollywood, FL 33020 ♦ (786) 763-6321 ♦ jvelar36@gmail.com ♦

Professional Summary

Skilled electronics engineer and bioinformaticist with experience in consumer electronics and biotechnology industries. Passionate about educating youth in all fields of STEM education.

Work History

STEM Instructor, 02/2021 to Present

Snapology - Miami Beach, FL

Taught students between ages 7 to 12 lessons in physics, engineering, robotics and game design. These lessons were supplemented using lego design kits containing several different gears, motors, power supplies and sensors as well as a game development engine known as Stencyl.

Control Systems Engineer, 04/2019 to 09/2020

SynCardia Systems LLC - Tucson, AZ

SynCardia is a company that develops class 3 implantable medical devices for patients with end stage biventricular heart failure. Responsibilities included conducting failure investigations, developing manufacturing procedures, troubleshooting embedded software, and developing graphic user interfaces for all corresponding devices.

Reliability Engineering Technician, 09/2017 to 06/2018

Magic Leap – Plantation, FL

Supported in ensuring marketability of consumer electronic devices by designing hardware, software and measures for testing state of the art equipment.

Research Assistant (Senior Design Project), 08/2016 to 09/2017

Florida International University – Miami, Florida

Assisted in obtaining patents for components developed by the university by designing, developing and programming wrist mounted electro-mechanical device to implement proprietary sensors.

Education

Graduate Certificate : Computational and Molecular Biology , 2019

Nova Southeastern University - Davie, FL

Bachelors of Science : Electrical Engineering, 2017

Florida International University - Miami, FL

Projects

- Part of the team developing application software for two-way communication between the implantable device and peripheral monitoring systems through a controlled area network (CANbus)
- Created database index for theoretical car rental company using oracle sql developer.
- Used Unix command line interface, R and galaxy server to treat, process and perform differential analysis on mouse, cow and mitochondrial genome sequences.
- Created a wearable device containing a microcontroller, a nine axis IMU, a temperature and humidity sensor and a transdermal biosensor capable of processing, storing and transmitting data via Bluetooth low energy to an IOS companion app and cloud-based server.

MILAGROS GIL

3678 nw 99 st, Miami, Florida, 33147 (786) 953-0208 mygil87@gmail.com

Professional Summary

Highly energetic and loving. Proven ability to thrive in a fast-paced environment and remain calm, compassionate, and focused when working under pressure.

Skills

- Dynamic educator
- Technology understanding
- Diverse teaching modalities
- Safe food handling
- Creative mindset
- Hands-on learning
- Student-directed style
- Interpersonal skills
- Motivational mindset
- Team player mentality

Education

2006

Teacher Education | William H. Turner Technical Arts High School | Miami, FL

- As a teacher's assistant I had to report to a lead teacher. I was also responsible for helping the lead teacher run classes smoothly by taking on common classroom tasks at the lead teacher's direction. My everyday duties include performing clerical duties like taking attendance, grading tests and homework, and other record-keeping and instruction tasks. I was also involved with hands on activities and projects.

Broward College-South Campus | Pembroke Pines, FL

- Child Care Facility Rules and Regulations
- Health, Safety and Nutrition
- Identifying and Reporting Child Abuse and Neglect
- Child Growth and Development
- Behavioral Observation and Screening
- Understanding Developmentally Appropriate Practices
- Infant and Toddler Appropriate Practices
- School-Age Appropriate Practices
- CPR TRAINING

Work History

1/21 to Present

Instructor | Snapology | Miami Beach, FL

- Teach the Snapology program.
- Promote creativity, team work, and problem-solving skills while educating students on STEM (Science, Technology, Engineering & Math) concepts.
- Lead up to 24 students through curriculum-guided activities.
- Help students demonstrate positive behavior and attitude.
- Monitor each student progress.
- Maintain open communication with parents.
- Encourage students and parents to enroll in future Snapology programs.

2/06 to 3/07

After School Tutor | Palm Springs Elementary School | Hialeah, FL

- Providing homework assistance both individually and in small groups to grades 1-3.
- Identifying poorly performing students and provide extra academic guidance.
- Discussing the student performance with parents belonging to diverse backgrounds.
- Help students reach academic goals.
- Providing the children with daily homework tasks and supplemental assignments.
- Creating lesson plans, exams, and daily quizzes to assess student progress.
- Managing the behavior, resolving conflicts and ensuring that the students follow classroom procedures.
- Assisting the students in acquiring a better understanding of targeted weak areas within a subject or a subject.

5/03 to 5/06

Teacher Assistant | Amelia Earhart Elementary School | Hialeah, FL

- Help students engage in study and learn about the world around them.
- Encourage students to actively play and explore.
- Assist each in completing child-led activities to promote growth.
- Provide diverse hands-on activities to improve critical thinking skills.
- Prepared children for future testing.

1/04 to 4/05

After School Tutor | Miami Park Elementary School | Miami, FL

- Assisting students with homework, projects, test preparation, papers, research and other academic tasks
- Working with students to help them understand key concepts, especially those learned in the classroom
- Teaching skills to improve academic performance, including study strategies, note-taking skills and approaches to answering test questions



25th March 2021



**INVITATION TO NEGOTIATE
RECREATION PROGRAM SERVICES**

**ITN No 2021-22
By Town of Miami Lakes**

**Proposal submitted by:
Snapology of Miami**



Part 2 – Pricing and Fees Submission

Snapology prides itself in its flexibility to work with any partner and any budget. We are able to adjust our rates to ensure we can bring our programs to a wide range of audiences. We can play with different levers to define the optimal price per partner and event:

Pricing Levers:

- Curriculum choice and materials: Do we use loose LEGO bricks or engineering kits with tablets, drones, advanced robotics kits etc?
- Program Duration: Single hour class vs full day/ full week camp?
- Number of Participants: Small group vs larger group per class
- Number of Instructors and Experience required: Single instructor vs Multiple Instructors

The exhibit below should be used as an example.

Children's Programs	Fees
After School Enrichment Classes	\$15 per student per class / \$150 for 10-week semester
Seasonal Camps	\$220 per camper per week
One Day Camps / Workshops	\$70 per camper per day

Senior's Programs	Fees
Senior Hands-On Play	\$15 per senior per class / \$90 for a 6-week program
InterGenerational Activities	\$15 per 1 hour class



A. Company Qualification Questionnaire

Some responses may require the inclusion of separate attachments. Separate attachments should be as concise as possible, while including the requested information. In no event should the total page count of all attachments to this Form exceed five (5) pages. Some Information may not be applicable, in such instances insert "N/A".

A. Company Profile

- 1. Name of Company: SNAP MIAMI LLC
 - a. Registered D/B/A Name (if applicable): SNAPOLOGY OF MIAMI BEACH
- 2. Years has your company been in business under its current name and ownership? 2 YEARS
 - a. Professional Licenses/Certifications (include name and number)* MIAMI DADE PUBLIC SCHOOLS VENDOR Issuance Date 1ST AUG 2019
VENDOR # 6523581
- 3. Type of Company: (Circle one): Individual Partnership Corporations LLC Non-Profit
 If other, please describe the type of company: _____
 - a. FEIN/EIN Number: 83-4117276
 - b. Date registered to conduct business in the State of Florida: 1ST APRIL 2019
 - i. Date filed: 1ST APRIL 2019 Document Number: L19000087914
- 4. Name and Licenses of any prior companies

Name of Company	License No.	Issuance Date
<u>N/A</u>		
- 5. Name of affiliated companies (where individuals are owners or board members of multiple companies)

N/A
- 6. Company Ownership or Board of Directors
 - a. identify all owners/board members of the company
MARIA FORERO, OWNER



7. Have any claims lawsuits been file against your company in the past 5 years, If yes, identify all where your company has either settle or an adverse judgment has been issued against your company. Identify the year basis for the claim or judgment & settlement unless the value of the settlement is covered by a written confidentiality agreement.

NONE

8. To the best of your knowledge is your company or any officers of your company currently under investigation by any law enforcement agency or public entity. Yes No If yes, provide details on a separate sheet.
9. Key Staff or Principals of the company (have) _____ (have not) been convicted by a Federal, State, County or Municipal Court of or have any pending violations of law, other than traffic violations. To include stockholders over ten percent (10%). Explain any convictions or pending action on a separate sheet.
10. Has your company been assessed liquidated damages or defaulted on a project in the past five (5) years? Yes No (If yes, provide an attachment that provides an explanation of the project and an explanation.
11. Has the Proposer or any of its principals failed to qualify as a responsible proposer, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last five (5) years? Yes No If yes, provide details on a separate sheet.
12. Has the proposer or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership? Yes No If yes, give date, court jurisdiction, action taken, and any other explanation deemed necessary.

B. Company Operations & Procedures

1. Does your company have written plans, policies & procedures in place for the following:
- Care of children with special needs, which include providing reasonable accommodations in accordance with the American Disabilities Act (ADA). Yes No
 - Child behavior management. Yes No
 - Recruitment, training, selection, screening, management, and retention of staff. Yes No
 - Enforcement of health and safety standards established by federal, state, and local regulations. Yes No
 - Emergency plan for severe weather conditions, missing children, sick children, and other unplanned emergencies for participants and staff Yes No
 - Managing enrollment and waiting lists. Yes No
 - Staffing ratios following Florida and national standards and managing age/grade categories and interaction of age groups. Yes No



- 7. Marketing plan
- 8. Transportation safety, supervision, and staffing
- 9. Able to provide transportation of participant on field trips with adequate staffing While transporting participants to and from community center.
- 10. Provides a nutritious daily snack and/or lunch to participants that meet USDA guidelines for summer food service programs.

Yes No

Yes No

Yes No

Yes No

} *

C. Current and Prior Experience

a. Current Experience

Provide an attachment to this questionnaire that lists all current projects or contracts, recently awarded, or pending award, including the owner's name, title and value of project, scope of work, projected or actual start date, projected completion date.

b. Prior contracts or projects of a similar size, scope, and complexity:

Provide an attachment to this Questionnaire that includes contracts or projects the Bidder considers of a similar, size, scope and complexity that the Town should consider in determining the Bidders responsiveness and responsibility. This attachment must include the contracts or projects that meet the minimum number of contracts or projects identified in Section A of the solicitation.

Information provided must include the owner's name, address and contract person, including telephone & e-mail, title of contract or project, location of project, scope, initial value and final cost of the contract or project, projected and final timeframes for completion in calendar days. A verifiable reference letter is to be completed by the owner of the Project and submitted as part of the Bid submission. Bidders must use Form CRL for its reference letters.

** Currently not Required Bidder can do so if required by Town of Miami Lakes*

By signing below, Proposer certifies that the information contained herein is true and accurate to the best of Proposer's knowledge.

By: M. Forero
Signature of Authorized Officer

25th MARCH 2021
Date

MARIA FORERO
Printed Name



ADDENDUM ACKNOWLEDGEMENT FORM

Solicitation No.: ITN 2021-22

Listed below are the dates of issue for each Addendum received in connection with this Solicitation:

Addendum No. <u>1</u>	Dated <u>MARCH 23rd 2021</u>
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____

No Addendum issued for this Solicitation

Firm's Name: SNAP MIAMI LLC (SNAPOLOGY OF MIAMI BEACH)

Authorized Representative's Name: MARIA FORERO

Title: OWNER

Authorized Signature: 

**CERTIFICATE OF AUTHORITY
(IF CORPORATION)**

I HEREBY CERTIFY that at a meeting of the Board of Directors of SNAP MIAMI LLC (SNAPOLOGY OF MIAMI BEACH), a corporation organized and existing under the laws of the State of FLORIDA, held on the 25 day of MARCH, 2021, a resolution was duly passed and adopted authorizing (Name) MARIA FORERO as (Title) OWNER of the corporation to execute bids on behalf of the corporation and providing that his/her execution thereof, attested by the secretary of the corporation, shall be the official act and deed of the corporation. I further certify that said resolution remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 25 day of MARCH, 2021.

Secretary: 

Print: MARIA FORERO

**CERTIFICATE OF AUTHORITY
(IF PARTNERSHIP)**

I HEREBY CERTIFY that at a meeting of the Board of Directors of _____, a partnership organized and existing under the laws of the State of _____, held on the ___ day of _____, _____, a resolution was duly passed and adopted authorizing (Name) _____ as (Title) _____ of the to execute bids on behalf of the partnership and provides that his/her execution thereof, attested by a partner, shall be the official act and deed of the partnership.

I further certify that said partnership agreement remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

Partner: _____

Print: _____

NOTARIZATION

STATE OF FLORIDA)

) SS:
COUNTY OF MIAMI DADE)

The foregoing instrument was acknowledged before me this 25 day of MARCH, 2021, by MARIA FORERO, who is personally known to me or who has produced M Forero as identification and who (did / did not) take an oath.

FDL-F660-564-71544-0

Mary Wiggins
SIGNATURE OF NOTARY PUBLIC
STATE OF FLORIDA

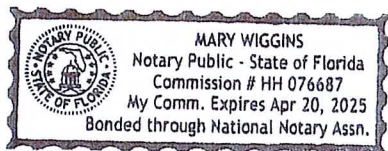


Mary Wiggins
PRINTED, STAMPED OR TYPED
NAME OF NOTARY PUBLIC

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA }
 }
 } SS:
COUNTY OF MIAMI-DADE }

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the Town of Miami Lakes, its elected officials, and SNAP MIAMI LLC or its design consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.



By: M. Forero MARIA FORERO
Title: OWNER

BEFORE ME, the undersigned authority, personally appeared MARIA FORERO to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that MARIA FORERO executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 25th day of MARCH, 2021

My Commission Expires:

Mary Wiggins
Notary Public State of Florida at Large

COMPLIANCE WITH PUBLIC RECORDS LAW

The Town of Miami Lakes shall comply with the Public Records Law as provided by Chapter 119, Florida Statutes, and all applicable amendments. Applicants must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected by separate envelope, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a response authorizes release of your firm's credit data to the Town of Miami Lakes.

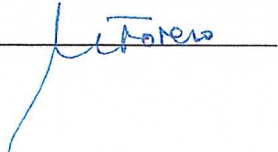
If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their submittal/proposal package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the Town in a separate envelope marked "EXEMPT FROM PUBLIC RECORDS LAW". Failure to identify protected material via a separately marked envelopment will cause the Town to release this information in accordance with the Public Records Law despite any markings on individual pages of your submittal/proposal.

- (a) CONTRACTOR acknowledges TOWN'S obligations under Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, to release public records to members of the public upon request. CONTRACTOR acknowledges that TOWN is required to comply with Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, in the handling of the materials created under this Agreement and that said statute controls over the terms of this Agreement.
- (b) CONTRACTOR specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:
1. Keep and maintain public records that ordinarily and necessarily would be required by TOWN in order to perform the services required under this Agreement;
 2. Provide the public with access to public records on the same terms and conditions that TOWN would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and
 4. Meet all requirements for retaining public records and transfer, at no cost to the TOWN, all public records in possession of CONTRACTOR upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to TOWN in a format that is compatible with the information technology system of TOWN.
- (c) Failure to comply with this Section shall be deemed a material breach of this Contract for which TOWN may terminate this Agreement immediately upon written notice to CONTRACTOR.

By submitting a response to this solicitation, the company agrees to defend the Town in the event we are forced to litigate the public records status of the company's documents.

Company Name: SNAP MIAMI LLC (SNAPOLOGY OF MIAMI BEACH)

Authorized representative (print): MARIA FORERO

Authorized representative (signature):  Date: 25th MARCH 2021

CONFLICT OF INTEREST AFFIDAVIT

State of FLORIDA }

} SS:

County of MIAMI DADE

MARIA FORERO being first duly sworn, deposes and says that he/she is the (Owner, Partner, Officer, Representative or Agent) of SNAP MIAMI LLC, the Proposer that has submitted the attached Proposal and certifies the following; (SNAPOLGYH OF MIAMI BEACH)

Proposer certifies by submitting its Proposal that no elected official, committee member, or employee of the Town has a financial interest directly or indirectly in this Proposal or any compensation to be paid under or through the award of a contract, and that no Town employee, nor any elected or appointed official (including Town committee members) of the Town, nor any spouse, parent or child of such employee or elected or appointed official of the Town, may be a partner, officer, director or employee of Proposer, and further, that no such Town employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Proposer. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Proposer. Any contract award containing an exception to these restrictions must be expressly approved by the Town Council. Further, Proposer recognizes that with respect to this solicitation, if any Proposer violates or is a party to a violation of the ethics ordinances or rules of the Town, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to Town, or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Proposer may be disqualified from furnishing the goods or services for which the Proposal is submitted and may be further disqualified from submitting any future bids or proposals for goods or services to the Town. The terms "Proposer" as used herein, includes any person or entity making a bid or proposal to the Town to provide goods or services.

Proposer further certifies that the price or prices quoted in the Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

[Signature]

Witness

[Signature]

Witness

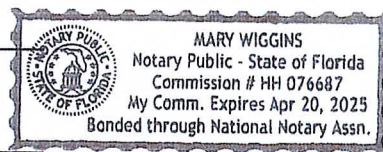
By: [Signature]

MARIA FORERO

(Printed Name)

OWNER

(Title)



BEFORE ME, the undersigned authority, personally appeared MARIA FORERO to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that MARIA FORERO executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 25th day of MARCH, 2021

My Commission Expires:

[Signature]
Notary Public State of Florida at Large

DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

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 dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, 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 Chapter 894, Florida Statutes, 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.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

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

SNAP MIAMI LLC
Company Name: SNAPOLOGY OF MIAMI BEACH

25th MARCH 2021
Date

Maria Forelo
Authorized Signature:

MARIA FORELO, OWNER
Printed Name and Title

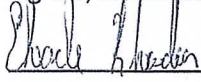
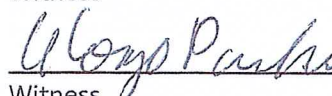
NON-COLLUSIVE AFFIDAVIT

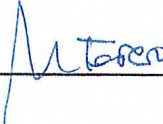
State of FLORIDA }
 } SS:
 County of MIAMI DADE

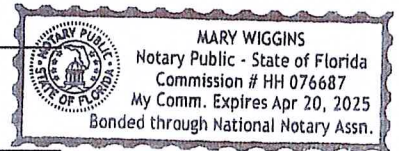
MARIA FORERO being first duly sworn, deposes and says that:

- a) He/she is the OWNER (Owner, Partner, Officer, Representative or Agent) of SNAPOLOGY OF MIAMI, the Bidder that has submitted the attached Proposal;
- b) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- c) Such Proposal is genuine and is not collusive or a sham Proposal;
- d) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the attached Proposal or of any other Bidder, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;
- e) Price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:


 Witness

 Witness


By: 
MARIA FORERO
 (Printed Name)
OWNER
 (Title)



BEFORE ME, the undersigned authority, personally appeared MARIA FORERO to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that MARIA FORERO executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 25th day of March, 2021

My Commission Expires:


 Notary Public State of Florida at Large



PUBLIC RELATIONS AFFIDAVIT

Bidder's Name: SNAP MIAMI LLC
SNAPOLOGY OF MIAMI BEACH

Solicitation No.: ITN 2021-22

By executing this affidavit, Proposer discloses any personal or business relationship or past experience with any current Town employee or elected representative of the Town.

Proposer shall disclose to the Town:

- a) Any direct or indirect personal interests in a vendor held by any employee or elected representative of the Town.

NONE

Last name	First name	Relationship

- b) Any family relationships with any employee or elected representative of the Town.

NONE

Last name	First name	Relationship

M Forero
Authorized Signature

25th MARCH 2021
Date:

MARIA FORERO
Print Name

OWNER
Title:

SWORN STATEMENT ON PUBLIC ENTITY CRIMES

SECTION 287.133(3)(a), FLORIDA STATUTES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Town of Miami Lakes

by MARIA FORERO
[print individual's name and title]

for SNAP MIAMI LLC (SNAPOLGY OF MIAMI BEACH)
[print name of entity submitting sworn statement]

whose business address is

5001 COLLINS AVENUE, PH1
MIAMI BEACH, FL 33140

and (if applicable) its Federal Employer Identification Number (FEIN) is 83-4117276

(If the entity has no FEIN, include the Social Security Number of the individual

signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)9g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or the United States, including, but not limited to, any bid or contract for goods and services to be provided to any public entity or an agency or political subdivision of any other state or of the United States involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

MF

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction or a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

MF

4. I understand than an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

MF

a. A predecessor or successor of a person convicted of a public entity crime; or

b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime.

The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who

has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an entity.

MF

6. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

___ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, not any affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ This entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO

MF

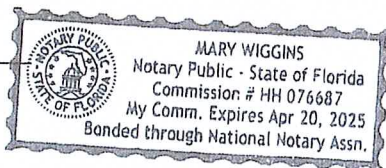
UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

BEFORE ME, the undersigned authority, personally appeared MARIA FOREIRO to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that MARIA FOREIRO executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 25th day of MARCH, 2021

My Commission Expires:

Mary Wiggins
Notary Public State of Florida at Large



M Foreiro
MARIA FOREIRO
OWNER, SNARPOLOGY OF
MIAMI BEACH

Rafael Miranda

Sports Instructor - Summer Camp Sports Supervisor

13615 SW 158th Pl.
Miami, 33196
(305) 987-5451
rmbdas17@gmail.com

EXPERIENCE

YMCA, South Dade — *Sports Instructor*

September, 2018 - February, 2020

3 time YMCA champion in Basketball, 3 seasons as a Soccer coach, Volleyball assistant.

Assistant to the Regional Manager, Summer Camp Sports Supervisor.
Was offered the job as Sports Instructor due to my work as a Volunteer.

Snapology, Miami Beach — *Lead Instructor*

July, 2019 - Present

Lead instructor at Snapology of Miami Beach. Worked at Fisher Island Day School, Carrollton, Miami Lakes Youth Center, YMCA South Dade, etc.

Gulliver Prep – Soccer Coach

March 2020 - July 2020

Worked as a soccer coach for Gulliver Prep for a season.

RMB Academy - Founder, Owner

July 2020 - Present

Opened my own sports business currently servicing over 20 clients and employing 2 staff members.

Registered Behavior Technician – RBT

February, 2020 - Present

Certified and trained RBT. Currently working with a client 30h per week implementing a Behavior reduction plan.

EDUCATION

Florida International University, Miami — *International Relations*

January, 2019 - Present

Currently a Senior, Graduated from High School with 37 credits, 3.9 Unweighted GPA.

Expected Graduation Year 2022

SKILLS/INTERESTS

CPR Certified

Music Producer

Minecraft

Witting Movies/Skits

HTML

Sports (Practicing, Coaching, Watching)

AWARDS/RECOGNITION

International Baccalaureate Diploma

1st Team All Dade

Employee of the Month Vote

International Baccalaureate Diploma

Most Languages Spoken in High School

LANGUAGES

Spanish-Native

Portuguese-Native

German-Native

English-Fluent

Italian-Proficient

Gallego-Native

Swiss (Dialect)-Native

Lia A. Rangel

Nature Teacher + Preschool STEAM Instructor

7621 NE 1st Ave.
Miami, FL 33138
(305) 316-2986
liaarangel1@gmail.com

EXPERIENCE

Snapology of Miami Beach— *Preschool STEAM Instructor*

February 2021 - PRESENT

Lead and engage groups of up students through curriculum-guided STEAM activities while adapting to the needs of each unique group to foster a fun and safe learning environment.

Take Root, Miami — *Nature Teacher*

February 2021 - PRESENT

implementing a variety of methods to engage children - song, story, play and hands on activities (science, natural history, arts and crafts, drama and more).

Minds of Tomorrow, Little Haiti— *Creative Mentor*

January 2021 - PRESENT

Empowering and inspiring students to shape the future through STEAM enrichment programs.

The Education Fund, Miami— *Garden Educator*

August 2017 - January 2019

Lead students to put science and art concepts into practice as they explore, observe, and eat their way through the gardens.

EDUCATION

Grand Canyon University, Phoenix — B.S Elementary Education and Special Education

2020 - 2023

Miami Dade College, Miami— A.S Environmental Science, A.A in Art Education

2018- 2020

Almost completed degrees but went on to pursue Bachelor's at GCU directly thanks to eligibility via already completed credits.

SKILLS

Sufficient knowledge of Microsoft Office, well-developed social media and computer proficiency, excellent customer service and communication skills, eager to take initiative and come up with creative solutions. easily balance tasks and manage time efficiently, and adaptable to many situations and environments. Relative understanding of Florida ecology, advanced experience with growing plants, plant species identification. Great with leading children and assessing their individual needs while keeping an inclusive environment conducive to learning and student fulfillment.

LANGUAGES

Fluent in English and Spanish.
Currently learning Portuguese and French.

Sofia Caveiro
Miami, FL
sofiacave.art@gmail.com
(305) 733-2780

Education

Florida International University
Bachelor's Degree in Art & Art History
Minor in Art Education

Work Experience

Summer Camp Counselor

Shake-A-Leg Miami
Coconut Grove, FL
2012 to 2016

- Assisted children and adults with special needs and/or disabilities
- Provided a variety of hands-on learning experiences through arts and water sports

Art Teacher Assistant

Coconut Grove Elementary
2018

- Co-designed a lesson plan for a class of twenty-one diverse students.
- Provided a variety of hands-on learning experiences that included the use of modern teaching methods
- Created a classroom environment that was supportive, creative, stimulating, and encouraging for all students
- Student Development
- Classroom Management

Gallery Guide

The Wolfsonian
Miami Beach, FL
2019-2020

- Greeted and provided visitors with detailed information on museum and exhibitions.
- Conducted research on curated objects and artifacts.
- Transcription audio projects for curatorial team and director of museum.

Crayola Imagine Arts Academy: Lead Art Instructor

Miami, FL
2020 to present

Snapology: Lead STEAM Instructor

Miami Beach, FL
2020 to present

- STEAM based learning
- Hands-on learning experiences that include the use of modern technology

Jorge Velar

2238 Adams ST, Hollywood, FL 33020 ♦ (786) 763-6321 ♦ jvelar36@gmail.com ♦

Professional Summary

Skilled electronics engineer and bioinformaticist with experience in consumer electronics and biotechnology industries. Passionate about educating youth in all fields of STEM education.

Work History

STEM Instructor, 02/2021 to Present

Snapology - Miami Beach, FL

Taught students between ages 7 to 12 lessons in physics, engineering, robotics and game design. These lessons were supplemented using lego design kits containing several different gears, motors, power supplies and sensors as well as a game development engine known as Stencyl.

Control Systems Engineer, 04/2019 to 09/2020

SynCardia Systems LLC - Tucson, AZ

SynCardia is a company that develops class 3 implantable medical devices for patients with end stage biventricular heart failure. Responsibilities included conducting failure investigations, developing manufacturing procedures, troubleshooting embedded software, and developing graphic user interfaces for all corresponding devices.

Reliability Engineering Technician, 09/2017 to 06/2018

Magic Leap – Plantation, FL

Supported in ensuring marketability of consumer electronic devices by designing hardware, software and measures for testing state of the art equipment.

Research Assistant (Senior Design Project), 08/2016 to 09/2017

Florida International University – Miami, Florida

Assisted in obtaining patents for components developed by the university by designing, developing and programming wrist mounted electro-mechanical device to implement proprietary sensors.

Education

Graduate Certificate : Computational and Molecular Biology , 2019

Nova Southeastern University - Davie, FL

Bachelors of Science : Electrical Engineering, 2017

Florida International University - Miami, FL

Projects

- Part of the team developing application software for two-way communication between the implantable device and peripheral monitoring systems through a controlled area network (CANbus)
- Created database index for theoretical car rental company using oracle sql developer.
- Used Unix command line interface, R and galaxy server to treat, process and perform differential analysis on mouse, cow and mitochondrial genome sequences.
- Created a wearable device containing a microcontroller, a nine axis IMU, a temperature and humidity sensor and a transdermal biosensor capable of processing, storing and transmitting data via Bluetooth low energy to an IOS companion app and cloud-based server.

MILAGROS GIL

3678 nw 99 st, Miami, Florida, 33147 (786) 953-0208 mygil87@gmail.com

Professional Summary

Highly energetic and loving. Proven ability to thrive in a fast-paced environment and remain calm, compassionate, and focused when working under pressure.

Skills

- Dynamic educator
- Technology understanding
- Diverse teaching modalities
- Safe food handling
- Creative mindset
- Hands-on learning
- Student-directed style
- Interpersonal skills
- Motivational mindset
- Team player mentality

Education

2006

Teacher Education | William H. Turner Technical Arts High School | Miami, FL

- As a teacher's assistant I had to report to a lead teacher. I was also responsible for helping the lead teacher run classes smoothly by taking on common classroom tasks at the lead teacher's direction. My everyday duties include performing clerical duties like taking attendance, grading tests and homework, and other record-keeping and instruction tasks. I was also involved with hands on activities and projects.

Broward College-South Campus | Pembroke Pines, FL

- Child Care Facility Rules and Regulations
- Health, Safety and Nutrition
- Identifying and Reporting Child Abuse and Neglect
- Child Growth and Development
- Behavioral Observation and Screening
- Understanding Developmentally Appropriate Practices
- Infant and Toddler Appropriate Practices
- School-Age Appropriate Practices
- CPR TRAINING

Work History

1/21 to Present

Instructor | Snapology | Miami Beach, FL

- Teach the Snapology program.
- Promote creativity, teamwork, and problem-solving skills while educating students on STEM (Science, Technology, Engineering & Math) concepts.
- Lead up to 24 students through curriculum-guided activities.
- Help students demonstrate positive behavior and attitude.
- Monitor each student progress.
- Maintain open communication with parents.
- Encourage students and parents to enroll in future Snapology programs.

2/06 to 3/07

After School Tutor | Palm Springs Elementary School | Hialeah, FL

- Providing homework assistance both individually and in small groups to grades 1-3.
- Identifying poorly performing students and provide extra academic guidance.
- Discussing the student performance with parents belonging to diverse backgrounds.
- Help students reach academic goals.
- Providing the children with daily homework tasks and supplemental assignments.
- Creating lesson plans, exams, and daily quizzes to assess student progress.
- Managing the behavior, resolving conflicts and ensuring that the students follow classroom procedures.
- Assisting the students in acquiring a better understanding of targeted weak areas within a subject or a subject.

5/03 to 5/06

Teacher Assistant | Amelia Earhart Elementary School | Hialeah, FL

- Help students engage in study and learn about the world around them.
- Encourage students to actively play and explore.
- Assist each in completing child-led activities to promote growth.
- Provide diverse hands-on activities to improve critical thinking skills.
- Prepared children for future testing.

1/04 to 4/05

After School Tutor | Miami Park Elementary School | Miami, FL

- Assisting students with homework, projects, test preparation, papers, research and other academic tasks
- Working with students to help them understand key concepts, especially those learned in the classroom
- Teaching skills to improve academic performance, including study strategies, note-taking skills and approaches to answering test questions