

CITY OF MARGATE, FLORIDA

RESOLUTION NO. 11-552

A RESOLUTION OF THE CITY OF MARGATE,
FLORIDA, APPROVING CONTRACT WITH SML, INC.,
FOR A RECORDS MANAGEMENT PLAN.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF
MARGATE, FLORIDA:

SECTION 1: That the City Commission of the City of Margate,
Florida, hereby approves a contract with SML, Inc., for a
Records Management Plan.

SECTION 2: That the Mayor and City Manager are hereby
authorized and directed to execute said contract on behalf of
the City of Margate, a copy of which is attached and made a part
of this Resolution.

SECTION 3: That this Resolution shall become effective
immediately upon its passage.

PASSED, ADOPTED AND APPROVED THIS 21st DAY OF OCTOBER, 2009.

ATTEST:


LESLIE WALLACE MAY
CITY CLERK


MAYOR ARTHUR J. BROSS

CONTRACT

THIS CONTRACT, made and entered into this October 21, 2009 by and between:

CITY OF MARGATE, FLORIDA, a municipal corporation organized and existing under the laws of the State of Florida, 5790 Margate Blvd., Margate, Florida, 33063, (hereinafter referred to as "CITY", and SML, Inc., 6001 North A1A, Suite 8024, Vero Beach, Florida 32963-8024 hereinafter referred to as "CONTRACTOR".

WITNESETH:

IN CONSIDERATION of the mutual covenants and conditions as herein expressed and of the faithful performance of all such covenants and conditions, the parties to mutually agree as follow:

ARTICLE I

THE CONTRACT DOCUMENTS

The Contract Documents consist of all of the following: Records Management Proposal dated 9/25/09 and Certificate(s) of Insurance which are made part of this contract, or any additional documents which are required to be submitted under the Contract, and all amendments, modifications and supplements issued on or after the effective date of the Contract.

ARTICLE II

SCOPE OF WORK

Contractor shall furnish all of the labor, materials, equipment, transportation, supplies and services necessary to perform all of the work required by the Contract Documents for:

RECORDS MANAGEMENT PLAN FOR THE CITY OF MARGATE

ARTICLE III

CONTRACT TIME

TIME IS OF THE ESSENCE OF THIS CONTRACT. The work to be performed under this Contract shall be commenced upon the date of Contract Commencement specified in the Purchase Order and based on the time frame as outlined in the submitted CONTRACTOR Proposal and subject to authorized adjustments based on mutual availability of CITY and CONTRACTOR. Failure to achieve timely final completion shall be regarded as a breach of this Contract and subject to appropriate remedies.

ARTICLE IV

CONTRACT SUM

1. THIS IS A LUMP SUM CONTRACT. CITY shall pay to CONTRACTOR the amount of \$16,000. upon its determination that the project has been completed or the Administration shall be authorized to make progress payments based on work completed. In addition, should the CITY choose to engage the CONTRACTOR for additional work it shall be at the daily rate of \$1,600. (per an 8 hour day) including travel and expenses as outlined in the attached proposal.

2. Payment shall be made at the Contract Lump Sum Price. This price shall be full compensation for all costs associated with completion of all the work in full conformity with the requirements as stated or shown, or both in the Contract Documents.

ARTICLE V

PAYMENT

1. The CONTRACTOR shall requisition payment for work completed. Payment shall be made as above provided upon full completion of the job as determined by CITY together with properly executed releases of liens by all subcontractors, suppliers, and materialmen as may be required by CITY. CITY shall make payments to CONTRACTOR within 30 calendar days after its approval.

2. CITY may withhold in whole or part, payment to such extent as may be necessary to protect itself from loss on account of:

a. Defective work not remedied.

b. Claims filed or unreasonable evidence indicating the probable filing of claims by other parties against the CONTRACTOR.

- c. Failure of the CONTRACTOR to make payment to subcontractors or suppliers for materials or labor.
- d. Damage to the CITY or another contractor not remedied.
- e. Reasonable evidence that the work cannot be completed for the unpaid balance of the Contract time.
- f. Reasonable evidence that the work will not be completed within the Contract Time.
- g. Persistent failure to carry out the work in accordance with the Contract Documents.

When the above grounds are removed or resolved or the CONTRACTOR provides a surety bond or a consent of surety satisfactory to the CITY which will protect the CITY in the amount withheld, payment may be made in whole or in part.

ARTICLE VI

FINAL PAYMENT

Final Payment, consisting of the entire unpaid balance of the Contract Sum, shall be paid by CITY to the CONTRACTOR when all outstanding work has been completed and all controversy regarding the preceding has been settled to the CITY'S satisfaction.

ARTICLE VII

MISCELLANEOUS PROVISIONS

1. Terms used in this Agreement which are defined in the Special and General Conditions of the Contract shall have the meanings designated in those Conditions.
2. This agreement shall have been deemed to have been executed within the State of Florida. The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida. Any claim, objection or dispute arising out of this Agreement shall be litigated in the Seventeenth Judicial Circuit in and for Broward County, Florida.
3. Should any part, term, or provision of the Agreement be by the courts decided to be invalid, illegal or in conflict with any laws of this State, the validity of the remaining portion or provision shall not be affected thereby.
4. CONTRACTOR shall not assign or transfer the Contract or its rights, title or interests therein without CITY'S prior written approval. The obligations undertaken by CONTRACTOR pursuant to the Contract shall not be delegated or assigned to any other person or firm unless CITY shall first consent in writing to the assignment. Violation of the terms this Paragraph shall constitute a breach of Contract by CONTRACTOR and the CITY may, at its discretion, cancel the Contract and all rights, title and interest of CONTRACTOR shall thereupon cease and terminate.
5. This Agreement, and attachments, represents the entire understanding of the parties as to the matters contained herein. No prior oral or written understanding shall be of any force and effect with respect to those matters covered hereunder. This agreement may

only be modified by amendment in writing signed by each party.


6. CITY and CONTRACTOR hereby knowingly, irrevocably, voluntarily and intentionally waive any right either may have to a trial by jury in respect to any action, proceeding, lawsuit or counterclaim based upon the contract, arising out of, under, or in connection with the Work, or any course of conduct, course of dealing, statements (whether verbal or written) or the actions or inactions of any party.


In WITNESSETH WHEREOF, CITY and CONTRACTOR have signed this contract in duplicate. One counterpart each has been delivered to CITY and CONTRACTOR. All portions of the Contract Documents have been signed or identified by CITY and CONTRACTOR.

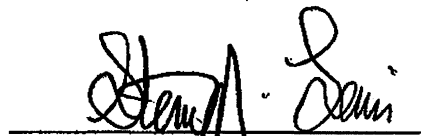
In WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

ATTEST: CITY OF MARGATE, FLORIDA

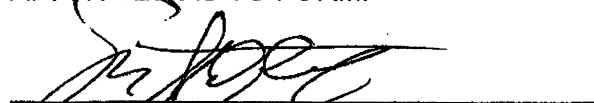

LESLIE WALLACE MAY, CITY CLERK


ARTHUR BROSS, MAYOR


Yolanda Rodriguez, Acting City Manager⁴²


MR. STEVE L. LEWIS
PRESIDENT
SML, Inc.

APPROVED AS TO FORM:


EUGENE M. STEINFELD, CITY ATTORNEY

Records Management Plan

For the

**City of Margate
Florida**

September 25, 2009

*Proposal and
Statement of Qualifications*



**Steve M. Lewis, President
SML, Inc.**

Information Analysis, Design, Planning and Training

6001 North A1A, Suite 8024

Vero Beach, Florida 32963-8024

Cell: 813.205.2850

stevenlewis@msn.com

www.smlinfo.com

September 25, 2009

Ms. Yolanda A. Rodriguez
Assistant City Manager
City of Margate
5790 Margate Blvd.
Margate, FL 33063
Emailed to: yrodriguez@margatefl.com

Dear Ms. Rodriguez,

Most happy to visit you, Mr. Porcella and Ms. Wallace Tuesday and I appreciate being asked to propose development of a comprehensive records management plan for the City. Ms. Wallace and her staff gave me a most warm welcome and I enjoyed our brief discussion and tour of her operation. Considering our visit and our experience, I am confident our Firm will be able to detail a plan that will exceed the standard of care in the industry. I look forward to helping your agency on a path calculated to improve records management functions. Listed are specific goals a comprehensive records program should achieve as I intend to propose:

- 1. retention and disposition of records in accordance with all state and federal requirements and for you specifically, local civil service requirements;**
- 2. management access to both active and inactive records in an accurate and timely fashion (to include a filing system and consideration of imaging potential);**
- 3. retention of all records under secure conditions, preventing unauthorized access by both employees and third parties;**
- 4. protection of all records from physical calamity and decay;**
- 5. provision for the timely destruction of records at the end of their retention period in a secure manner;**
- 6. conversion of long term retention records to an appropriate preservation device;**
- 7. provision for disaster recovery, vital records protection; and**
- 8. achievement of these goals in the most cost-efficient manner available.**

Collections of records like those held by the City must be accounted for and integrated into a comprehensive, systematic, efficient records management plan. This plan must be based on specific data relative to the agency and its operations. The plan

must be long-range and it must be written. Additionally, proper records management may help avoid adverse references in litigation and unnecessary expenditure of staff and storage resources managing records no longer required by Law or administration. Improved retrieval systems will further reduce staff resources. I suspect the opportunities at the City are quite large based on the size and scope of the operation.

The plan will describe in detail steps to be taken to achieve all eight goals described above. Included will be specific recommendations and where appropriate, **bid specifications for implementation. If indicated, I will design a filing system together with an automated file code tracking system and/or boxed record index, word searchable, written to Microsoft Access. The plan will define public records, detail scheduling and dispositioning and imaging options to include destruction, microfilm and digital imaging; make organization structure recommendations related to record operations, review current records management procedures and comment and/or draft recommended record policy and procedures. I will analyze off site storage requirements, vital records protection and disaster recovery; and make recommendations. I will also prepare a Disposition List for the agency, and Record Retention Request documents as required by Rule Chapter 1B-24, Florida Administrative Code. Further, I will write a training manual to be used by personnel with record responsibilities, and design and conduct a one day (six hour) training program at your site.**

Except for clerical functions, my Vice President – Government Sector, Matt Daugherty and I will perform all related project activity. Matt is extremely qualified and dependable. His experience includes Analyst positions with the Florida Department of State in the Public Records Program. All data analysis and recommendations will be my personal responsibility. **The Plan will include relevant data and narrative explanations; recommendations for all aspects of records management and an implementation plan. The Plan will include a list of references and published sources used during preparation.**

I have worked with numerous agencies on similar projects, and long working relationships with many clients continuing to assist and monitor implementation as might be appropriate for your agency. One such is the City of Coral Gables where to date we have legally destroyed over **22.9 million pieces** of paper and made significant improvements in nearly every record operation. I have a similar on-going experience with the Collier County School District where we have destroyed over **60 million pieces** of paper. We are presently working in the City of Doral and North Lauderdale.

Numerous references are available upon request. I have over thirty five years experience managing Florida Public Records at nearly every type and size of agency. Most experience consists of consulting and writing Records Management Plans for Public Agencies, however, experience includes at the lowest level, preparing records for microfilming, staffing high density and off-site storage facilities, through to the highest levels of Records authority to include Vice-President positions at two Corporations, one international. Further, I have numerous private sector clients including the automotive

and defense industries, and half a dozen billion dollar clients. I successfully designed the records systems for a major provider in industry (an early client) with factories in seven foreign countries for **ISO 9000 Industry Certification**, a difficult certification to achieve.

Beginning 1989, I was the Records Manager for the Florida Department of Health and Rehabilitative Services responsible for the information management systems for the Agency, including the design for the Florida Protective Service System. At that time, HRS was the largest state agency in the United States, with 92,000 employees, a seven billion dollar budget and a records collection second only to the National Archives with two million cubic feet of records and 12 off-site record storage facilities.

I regularly conduct 12-hour seminars for CEU's at FSU, UCF, FAU and FIU on Public Records Law and Public Records Management like you attended. These seminars are certified for credit by the IIMC for the Certified Municipal Clerk and Master Municipal Clerk program and ongoing education. Last year I conducted dozens of lectures for a variety of audiences throughout Florida on Public Records Law and Public Records Management.

I've worked in the Florida Department of State Records Program offering assistance to all levels of Public Agencies to include writing Retention Schedules, authorizing the destruction of Public Records, drafting Florida Administrative Code and Statutory amendments, Policy and Procedures; and conducting regional seminars on Public Records Law and Public Records Management.

Traditional data collection and analysis techniques will be employed including but not limited to: on site interviews with relevant staff; hands on evaluation of high density and key record collections; an evaluation of activity; review and analysis of existing policy and procedures. A thorough review and analysis of record management operations will be made resulting in a comprehensive narrative records management plan **including the email solution, policies for Public Records Requests, Dispositioning, Off-site Storage and every other Policy or Procedure we have discussed.** I expect to be on site for up to one work week for data collection. If necessary, I will return at no additional expense to complete any remaining data collection. Analysis and writing may require three or four weeks for completion after data collection.

Our total fee for these services is **\$16,000.00** including all travel and expenses together with a return visit to present findings and recommendations to management and to conduct the training. If you wish, our Firm is able to assist the City with implementation. There are a number of ways to approach this as we discussed, however I suggest you consider two or three days of our services per month on an annual basis. We have many of these arrangements currently reaching into multiple years with great success. Our staff is able to greatly increase implementation speed because of our experience and practice. This service carries a daily rate of **\$1,600.00**

per eight hour day including travel and expenses. The Collier District School Board utilizes our services in this way two days per month. If you visit our website you will see a quote from their RMLO/IT Operations Manager where based on their analysis they have experienced a cost avoidance of **\$15.11 for every one dollar expended** for our services.

Thank you. I look forward to working with you on this project. Please give me a call to discuss any of this you wish. I have reserved the week of November 2 for the data collection phase of this project. Our time is in great demand, so if you are unable to proceed with this project, please let us know as soon as possible so we may allocate this time otherwise.

Sincerely,

Steve M. Lewis



RESUME

Steve M. Lewis

6001 North A1A, Suite 8024

Vero Beach, FL 32963

813.205.2850

stevemlewis@msn.com

www.smlinfo.net

Steve M. Lewis is an Independent Records and Information Management Consultant with over thirty-four years experience at nearly every size and type of government agency. Clients range from small towns to major cities, counties, school boards, state agencies, universities, community colleges, utilities, transportation, law enforcement, court and regulatory agencies. Has held two vice-president positions in the corporate world. Client list generates extensive experience in the private sector to include the defense industry, manufacturing and service sectors, nationally and internationally. Has managed collections as large as two million cubic feet. Services cover a broad spectrum to include designing records management plans, designing systems, identifying records eligible for destruction, assisting with legal compliance, providing training and nearly any other records and information related service requirement.

Work Experience

Partial list of Florida clients:

Florida State University
 City of Miami
 Florida International University
 Florida Atlantic University
 University of South Florida
 Lason, Inc.
 Iron Mountain
 University of Central Florida
 Jackson Memorial Hospital, Miami
 City of Key West
 Martin County School Board
 St. Johns River Water Management District
 Haines City
 City of Tavares

City of Bartow
City of Winter Springs
City of Coral Springs
Martin County Clerk of the Court
City of Fellsmere
Town of Longboat Key
City of Sanibel
University of North Florida
Dixie County Clerk of the Court
Leon County Clerk of the Court
Florida Records Management Association
St. Johns County Development Services
Monroe County School Board
Osceola County Board of County Commissioners
Certified Records Management (CRM), Florida
City of Boynton Beach
City of Indian Rocks Beach
City of Sanford
Florida Gulf Coast University
City of Midway
Tampa Bay Water
Florida Association of Code Enforcement
Miller Sellen Conner and Walsh, Civil Engineering Firm
Monroe County Attorney
City of Coral Gables
Town of Ponce Inlet
Town of Indian River Shores
Palm Beach Clerk of Courts
City of Oak Hill
City of Greensboro
Town of Haverhill
Town of Southwest Ranches
City of Palm Bay
City of Ocala
DRMP, Engineering Firm
City of Venice
Florida Tax Collector Association
Collier County School Board
Hillsborough County Tax Collector
Seminole County Board of County Commissioners
City of Titusville
City of Palm Beach Gardens
Citrus County Tax Collector
City of Altamonte Springs
Florida Department of Revenue
St. Lucie County Growth Management
Citrus County Property Appraiser
Florida Fire Chief's Association
Milton Construction Associates, Inc.
Alachua County Administrative Services
Palm Beach Tax Collector
City of Mount Dora
Santa Rosa County Clerk of the Court
Escambia County Attorney
Clay County District School Board
Nassau County BCC

Nassau County Supervisor of Elections
Marion County Tax Collector
City of Clermont
City of Doral
Town of Lake Hamilton
City of Seminole
Escambia County BCC
City of Groveland
Suwannee County Tax Collector
Florida League of Cities, Inc.
City of Winter Park
Citrus County Clerk of the Circuit Court
City of North Lauderdale
Brevard Property Appraiser

3-11-99 to 5-31-2004 (62 MO)

SELF EMPLOYED, Sole Proprietor.

Independent Consultant, Information Management Analysis, Design, Planning and Training. Offer a nearly unlimited range of Information Management consulting services. Specialize in Florida Public Records; yet continue to service the Private Sector as well. Provide Lecture Series to State University System covering a wide range of Records Management and Pubic Record Law Issues.

1-1-98 to 3-10-99 (14.5 MO)

VICE - PRESIDENT - GOVERNMENT SECTOR. LASON, Inc.

Responsibilities same as below, acquired by LASON from FDB, Inc. with purchase.

4-1-91 to 12-31-97 (81 MO)

VICE PRESIDENT - GOVERNMENT SECTOR. Florida Data Bank, Inc. Primary responsibilities include: provide a wide range of consulting services to include but not limited to writing Records Management Plans, writing procedures, writing records retention schedules, and writing vital records protection plans; identify records for destruction, manage Government accounts; develop new services and accounts; and maintain expertise in Florida Public Records Law and Florida Department of State requirements. Instruct classes for the Florida Institute of Government at Colleges and Universities throughout Florida in Public Records Law and Management.

2-15-91 to 3-30-91 (1.5 MO)

Planner IV. Bureau of Local Planning, Division of Resource Planning and Management, Florida Department of Community Affairs. Primary responsibilities included: management of public records relative to local comprehensive plan process.

5-31-89 to 2-14-91 (20.5 MO)

Records and Information Management Program Manager. Management Information, General Services, Administrative Services, Florida Department of Health and Rehabilitative Services. Primary duties included: management of two million cubic feet of records statewide; supervise the programs of 12 district records managers; review pending legislation; and design and implement new records systems. Monitor each district on site, one week each year.

10-25-88 to 5-30-89 (7 MO)

Planner II. Bureau of Local Planning, Division of Resource Planning and Management, Florida Department of Community Affairs. Primary responsibility: design and implement records system to manage public records relative to local comprehensive plan process, Rule 9J-5, F.A.C.

1-23-84 to 10-24-88 (57 MO)

Management Analyst II. Bureau of Archives and Records Management, Division of Library and Information Services, Florida Department of State. Primary duties included: conduct regional seminars on Public Record Laws; provide consulting services to state and local governments; review pending legislation; design records systems; draft standards and procedures and general records schedules.

9-27-85 to 12-31-85 (3 MO)

Information Management Consultant. Florida Police Benevolent Association, Inc. Duty: design system and forms to manage *request for service* functions.

9-14-81 to 1-22-84 (28 MO)

Records Management Analyst I. Bureau of Records and Information Management, Division of Archives, History and Records Management, Florida Department of State. Duties very similar to Management Analyst II described above, yet on a smaller scale.

9-4-79 to 9-13-81 (24 MO)

Salvage and Exploration Field Supervisor. Bureau of Historic Sites and Properties, Division of Archives, History and Records Management, Florida Department of State. Primary duties included: supervise nine employees employed in underwater salvage of antiquities; act as Records Custodian; coordinate record disposition with Bureau of Records and Information Management.
12-78 to 9-79

Self employed while traveling on personal sailboat.

6-69 to 11-78 (61 MO *Total*)

Various positions throughout State government, primarily with the Department of State, all records related. Duties included entry-level micrographic position; records storage and retrieval functions; and various administrative positions related to records management.

Three months beginning April 1976, traveled from Tallahassee, Florida to San Diego, California by bicycle for fun.

Professional Association Positions:

Tallahassee Association of Records Managers and Administrators (ARMA)
Board of Directors, 3-83 to 10-85,
Tallahassee ARMA 1984 Chapter Member of the Year.
Tallahassee ARMA President, two terms, 10-1-85 to 7-1-88, and
Tallahassee ARMA Chairman of the Board, 7-1-88 to 7-1-89.

Memberships:

Husband

King's Baptist Church, Adult Sunday School Teacher, Bible Study Teacher, Budget Committee Chairman, Finance Director, Revival Committee, Pastor Search Committee

The Gideons International, President Indian River Camp
Gideon State Convention Chaplin
Space Coast Area Director

Presentations:

Over 4,000 hours of public speaking, to include hundreds of records management lectures to a wide range of audiences - at regional conferences like the South Atlantic Archives and Records Conference, Florida Records Management Association and the National Association of Government Archives and Records Administrators; to special training functions like the Florida Association of Code Enforcement Officers, Florida Tax Collector and Property Appraiser Conferences, Government Career Development Institutes for Florida Municipal Clerks and the Florida Clerk of the Courts Association. Regularly conduct a two day Certificate Program on Public Records Law and Public Records Management for the University System at FSU, UCF, FAU, FIU and Palm Beach Community College. Conducted a 32-hour lecture for newly elected Clerks of the Court under contract with FSU, together with a Digest.

Publications:

Digest, Records Management for Florida Clerk's of the Court, Published by Florida State University.

Regular monthly columnist, during 2003 for *Records Management Technology* (RMT) an Industry Magazine.

Draft Florida Statutes

Draft Florida Administrative Codes

General Records Schedules for the Florida Department of State.

ACORD™ CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
10/08/2009PRODUCER INSURANCE ICON, INC.
115 Hickory Street Suite 206
Melbourne FL 32904

Phone: 321-727-0951 Fax: 321-727-0952

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION
ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE
HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR
ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.INSURED STEVE M. LEWIS, INC.
SML, INC.
6001 N. HWY A1A
SUITE 8024
VERO BEACH FL 32963

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: NAUTILUS INSURANCE COMPANY

INSURER B: NATIONAL LIABILITY & FIRE INSURANCE CO

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	INSRD	GENERAL LIABILITY	NQ797836	03/04/2009	03/04/2010	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 100,000	
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	MED EXP (Any one person)				\$ 5,000	
		PERSONAL & ADV INJURY				\$ 1,000,000	
		GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE	\$ 2,000,000
		<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG	\$ 1,000,000
B		AUTOMOBILE LIABILITY	73APR229492	11/06/2008	11/06/2009	COMBINED SINGLE LIMIT (Ea accident)	\$ 500,000
	<input type="checkbox"/> ANY AUTO	BODILY INJURY (Per person)				\$	
	<input checked="" type="checkbox"/> SCHEDULED AUTOS	BODILY INJURY (Per accident)				\$	
	<input type="checkbox"/> HIRED AUTOS	PROPERTY DAMAGE (Per accident)				\$	
		NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
							\$
		DEDUCTIBLE					\$
		RETENTION \$					\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$
		OTHER				E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

2000 CADILLAC LIMOUSINE- VIN# 1GEEH90Y4Y0550712
1997 CADILLAC SEVILLE- VIN# 1G6KS52Y3VU824581
2006 CADILLAC DTS - VIN# 1G6KD57Y36U204141

CITY OF MARGATE ADDITIONAL INSURED FOR GENERAL LIABILITY ONLY

CERTIFICATE HOLDER

CITY OF MARGATE
5790 MARGATE BLVD
MARGATE, FL 33063

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



SML, Inc.

Information Analysis, Design, Planning and Training

6001 North A1A, Suite 8024

Vero Beach FL 32963

813.205.2850

stevemlewis@msn.com

www.smlinfo.net

Steve M. Lewis

President

Judy L. Lewis, C.P.A.

Vice President and CFO

Matt Daugherty

Vice President -

Government Sector

October 12, 2009

Ms. Pat Greenstein

City of Margate

5790 Margate Blvd.

Margate, FL 33063

Emailed to: pgreenstein@margatefl.com

RE: Use of Corporate Vehicles, Records Management Plan

Dear Pat,

Thanks again for your help. We shall abide by the following statement at all times while under contract with and working for the City:

SML, INC. WILL USE ONLY THOSE VEHICLES THAT ARE SPECIFICALLY COVERED UNDER OUR AUTOMOBILE LIABILITY POLICY WHEN PERFORMING ANY WORK FOR THE CITY OF MARGATE.

Sincerely,

Steve M. Lewis



10-08-2009

ALEX SINK
CHIEF FINANCIAL OFFICER

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
DIVISION OF WORKERS' COMPENSATION

*** * CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA WORKERS' COMPENSATION LAW * ***
NON-CONSTRUCTION INDUSTRY EXEMPTION

This certifies that the individual listed below has elected to be exempt from Florida Workers' Compensation law.

EFFECTIVE DATE: 10/08/2009 EXPIRATION DATE: N/A

PERSON: LEWIS STEVE M

FEIN:

BUSINESS NAME AND ADDRESS:

STEVE M LEWIS INC
6001 N A1A STE 8024
VERO BEACH FL 32963

SCOPES OF BUSINESS OR TRADE:

1- SALES 2- CONSULTANT / MANAGEMENT

IMPORTANT: Pursuant to Chapter 440 . 05(14), F.S., an officer of a corporation who elects exemption from this chapter by filing a certificate of election under this section may not recover benefits or compensation under this chapter. Pursuant to Chapter 440.05(12), F.S., Certificates of election to be exempt... apply only within the scope of the business or trade listed on the notice of election to be exempt. Pursuant to Chapter 440.05(13), F.S., Notices of election to be exempt and certificates of election to be exempt shall be subject to revocation if, at any time after the filing of the notice or the issuance of the certificate, the person named on the notice or certificate no longer meets the requirements of this section for issuance of a certificate. The department shall revoke a certificate at any time for failure of the person named on the certificate to meet the requirements of this section.

QUESTIONS? (850) 413-1609

DWC-252 CERTIFICATE OF ELECTION TO BE EXEMPT REVISED 09-06

PLEASE CUT OUT THE CARD BELOW AND RETAIN FOR FUTURE REFERENCE

STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
DIVISION OF WORKERS' COMPENSATION
NON-CONSTRUCTION INDUSTRY
CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA
WORKERS' COMPENSATION LAW



EFFECTIVE: 10/08/2008 EXPIRATION DATE: N/A

PERSON: STEVE M LEWIS

FEIN: 201122317

BUSINESS NAME AND ADDRESS:

STEVE M LEWIS INC
6001 N A1A STE 8024
VERO BEACH, FL 32963

SCOPE OF BUSINESS OR TRADE:

1- SALES 2- CONSULTANT / MANAGEMENT

IMPORTANT

F Pursuant to Chapter 440.05(14), F.S., an officer of a corporation who elects exemption from this chapter by filing a certificate of election under this section may not recover benefits or compensation under this chapter.

H Pursuant to Chapter 440.05(12), F.S., Certificates of election to be exempt... apply only within the scope of the business or trade listed on the notice of election to be exempt.

E Pursuant to Chapter 440.05(13), F.S., Notices of election to be exempt and certificates of election to be exempt shall be subject to revocation if, at any time after the filing of the notice or the issuance of the certificate, the person named on the notice or certificate no longer meets the requirements of this section for issuance of a certificate. The department shall revoke a certificate at any time for failure of the person named on the certificate to meet the requirements of this section.

QUESTIONS? (850) 413-1609

CUT HERE

* Carry bottom portion on the job, keep upper portion for your records.

DWC-252 CERTIFICATE OF ELECTION TO BE EXEMPT REVISED 09-06

SECTION 9.

FRAUD NOTICE

- A. Any person who, knowingly and with intent to injure, defraud, or deceive the department or any employer or employee, insurance company or any other person, files a notice of election to be exempt containing any false or misleading information is guilty of a felony of the third degree.
- B. Attestation of applicant - By signing below, I attest that I have read, understand and acknowledge the foregoing notice.

[Signature]
SIGNATURE OF APPLICANT

SECTION 10. You must identify the workers' compensation insurance carrier that covers any non-exempt employees of your business. **Carrier Name:** _____

AFFIDAVIT OF APPLICANT: I hereby certify that the information contained herein is true and correct to the best of my knowledge and belief; that this election does not exceed exemption limits for corporate officers, including any affiliated corporations as provided in §440.02 Florida Statutes.

[Signature]
APPLICANT'S SIGNATURE

9-28-2009

DATE SIGNED

NOTARY STATE OF FLORIDA, COUNTY OF Indian River

Sworn to and subscribed before me this 28th day of September 2009 by Steve Lewis

Personally Known _____ OR Produced Identification ☒ Type of Identification

Produced FL DL

NOTARY SIGNATURE Teresa M. Norconk My Commission Expires _____

Please mail or submit your completed application, application fee, and any required attachments to The Division of Workers' Compensation at the district office nearest your place of business.



2295 Victoria Avenue, Suite 163
FL Myers, FL 33901
Telephone (239) 461-4006

921 North Davis Street
Building B, Suite #250
Jacksonville, FL 32209
Telephone (904) 798-5806

401 NW 2nd Avenue
Suite #321, South Tower
Miami FL 33128
Telephone (305) 536-0306

610 E. Burgess Road
Pensacola, FL 32504-6320
Telephone (850) 453-7804

400 West Robinson Street
Room #512, North Tower
Orlando FL 32801
Telephone (407) 835-4406 or
(407) 245-6896

TALLAHASSEE SUBMITTERS

Walk-in submissions:
2012 Capital Circle SE
Suite #102, Hartman Bldg.
Tallahassee FL 32399-2161
Telephone (850) 413-1609

1313 N. Tampa Street, Suite # 503
Tampa FL 33602
Telephone (813) 221-6506

499 Northwest 70th Ave., Suite # 118
Plantation FL 33317
Telephone (954) 321-2906

Mail in submissions
200 East Gaines Street
Tallahassee FL 32399-4228
Telephone (850) 413-1609

1111 NE 25th Ave., Suite # 403
Ocala FL 34470
Telephone (352) 401-6350

Live Oak Business Center
5969 Cattleman Lane
Sarasota FL 34232
Telephone (941) 329-1120

Effective/Issue Date:

Expiration Date:

Control Number:

Postmark Date:

Payment Number:

Received Date:

"The collection of the social security number on this form is specifically authorized by Section 440.05(3), Florida Statutes. The social security number will be used as a unique identifier in Division of Workers' Compensation database systems for individuals who have applied for and/or been issued a certificate of election to be exempt. It will also be used to identify information and documents in those database systems regarding individuals who have applied for and/or been issued a certificate of election to be exempt for internal agency tracking purposes and for purposes of responding to both public records requests and subpoenas that require production of specified documents. The social security number may also be used for any other purpose specifically required or authorized by state or federal law."

NOTICE OF ELECTION TO BE EXEMPT

Please thoroughly read the instructions before completing this application. Print legibly in each data entry field. If this application contains incomplete or inaccurate information or if the handwriting is not legible, it may cause a delay in the issuance of your exemption.

SECTION 1:

Applicant Name (please print): STEVE M. LEWIS

Applicant's social security number: _____

Applicant's E-mail address (optional): STEVE.MLEWIS@MSN.COM

SECTION 2: I am applying for exemption as a (You must check only one box in this section):

CONSTRUCTION INDUSTRY (\$50 FEE REQUIRED) - The Division will accept a money order or a cashier's check made payable to the **DWS WC ADMINISTRATION TRUST FUND**.

☐ Officer of a Corporation (Title): _____ -OR- ☐ Member of a Limited Liability Company (LLC)

NON-CONSTRUCTION INDUSTRY (NO FEE REQUIRED)

☒ Officer of a Corporation (Title): PRESIDENT / CEO

An officer electing an exemption under Chapter 440, Florida Statutes is not entitled to benefits under this chapter.

SECTION 3. The corporation of which you are an officer or the limited liability company of which you are a member must be registered and in an active status with the Florida Division of Corporations. Applicants applying as an officer of a corporation must be listed as an officer of the Corporation with the Florida Division of Corporations. List the document number (document number shown on your Annual Report) on file with the Florida Division of Corporations.

P04000078170

SECTION 4. This exemption application applies only to the person signing the application, the Corporation/LLC that is listed below, and the scope of business or trade listed:

Name of Corporation or LLC: STEVE M. LEWIS, INC. FEIN: _____

Business Name: SML, INC. AS REGISTERED WITH THE FLORIDA DIVISION OF CORPORATIONS Phone: (813) 205-2850

IF APPLICABLE - LIST FICTITIOUS NAME, DOING BUSINESS AS (DBA); ALSO KNOWN AS NAME (AKA)

Applicant's Address of Record: 6001 N A1A, SUITE 8024

INCLUDE APARTMENT OR SUITE NUMBER

City: VERO BEACH State: FL Zip: 32963 County: INDIAN RIVER

Scope of Business or Trade: 1. CONSULTING 2. SALES 3. _____ 4. _____

SECTION 5. List all certified or registered licenses issued pursuant to Chapter 489, F.S. held by the applicant, or the certified or registered license numbers held by the qualifier for the corporation or LLC listed on this application of which the applicant is a corporate officer: _____

SECTION 6. If you have submitted an electronic payment for this application, write the transaction confirmation number in the following space: _____

SECTION 7. Are you affiliated with any corporation (including LLC) other than the corporation (including LLC) to which this application applies? ☐ Yes ☒ No

IF YES, PLEASE LIST THE NAME(S) AND FEIN(S) OF THE AFFILIATED CORPORATION(S) OR LLC(S):

NAME: _____ FEIN: _____

SECTION 8. If your corporation or LLC is engaged in the construction industry, you must provide the required proof of ownership in the corporation or LLC:

- A. To be eligible for a construction industry exemption as an officer of a corporation, the applicant must be a shareholder, owning at least 10% of the stock of the corporation. **A COPY OF A STOCK CERTIFICATE EVIDENCING THE REQUIRED OWNERSHIP MUST BE ATTACHED.**
- B. To be eligible for a construction industry exemption as a member of a limited liability company, the applicant must confirm ownership of at least 10% of the company. **THE REQUIRED OWNERSHIP MAY BE ESTABLISHED BY PRODUCTION OF DOCUMENTATION REFLECTING THE REQUIRED OWNERSHIP, OR BY SUBMITTING A STATEMENT ATTESTING TO THE REQUIRED OWNERSHIP.**

THIS APPLICATION IS CONTINUED ON PAGE 2