

RESOLUTION NO. 2025-3458

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING THE PURCHASE OF PRINTING AND MAILING SERVICES FROM PRINT FARM, INC. D/B/A PF SOLUTIONS FOR THE PRINTING AND MAILING OF THE TOWN GAZETTE; FINDING THAT THE SERVICES ARE EXEMPT FROM COMPETITIVE BIDDING PURSUANT TO SECTIONS 3-13(2) OF THE TOWN CODE; AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AND ENTER INTO AN AGREEMENT AND/OR PURCHASE ORDER FOR THE SERVICES; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside (the "Town") is in need of printing and mailing services for the Town's Gazette (the "Services"); and

WHEREAS, Print Farm, Inc. d/b/a PF Solutions ("Contractor"), has submitted a proposal, attached hereto as Exhibit "A," in the amount of \$36,300 for the Services, which includes 12 standard 24-page issues of the Town Gazette (the "Proposal"); and

WHEREAS, pursuant to Section 3-13(2) of the Town Code of Ordinances ("Code"), contracts for professional services are exempt from competitive bidding; and

WHEREAS, the Town Commission desires to approve the purchase of the Services, and authorizes the Town Manager to execute an agreement and/or purchase order with the Contractor for the Services in accordance with the Proposal; and

WHEREAS, the Town Commission finds that this Resolution is in the best interest and welfare of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above-stated recitals are true and correct and are incorporated herein by this reference.

Section 2. Approval and Authorization to Purchase Services. The Town Commission hereby approves the purchase of the Services from the Contractor in the amount of \$36,300 for Oct. 15, 2025 through Oct. 15, 2026. The Town Manager is authorized to negotiate and execute an agreement and/or purchase order with the Contractor based on the Proposal attached hereto as Exhibit "A," subject to the approval as to form, content, and legal sufficiency by the Town Attorney and Town Manager.

Section 3. Exemption from Competitive Bidding. The Town Commission finds that pursuant to Sections 3-13(2) of the Town's Code, the purchase of the Services is exempt from competitive bidding.

Section 4. Implementation. The Town Manager and Town Officials are hereby authorized to take any and all actions which are necessary to implement the Services and the purposes of this Resolution.

Section 5. Effective Date. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED on this 12th day of November, 2025.


Motion By: Vice Mayor Paul.

Second By: Commissioner Coto.

FINAL VOTE ON ADOPTION:

Commissioner Ruben A. Coto
Commissioner Nelly Velasquez
Commissioner Gerardo Vildostegui
Vice Mayor Tina Paul
Mayor Charles W. Burkett

Yes
Absent
Yes
Yes
Yes




Charles W. Burkett, Mayor



Sandra N. McCready, MMC
Town Clerk



Approved as to Form and Legal Sufficiency



Thais Hernandez, Town Attorney



3511 nw 74th Ave.
Miami, FL 33122
Phone: (305) 592-2895
Fax: (305) 592-1268
www.pf-solutions.com

Quotation 33751

To:
TOWN OF SURFSIDE FLORIDA

Date 10/9/25
Salesperson Floyd Jackson

Dear

We would like to thank you for your time and consideration in regards to this quotation. Included is the detailed product specifications and prices. The quotation is confidential and is intended solely for the use of the addressee(s) named above.

Below Is Your Detailed Production Specifications for this Request

Description	SURFSIDE GAZETTE 24-PAGE
Pages	24 PAGE
Size	8.5 X 11
Paper	100LB GLOSS TEXT
Ink	4/4 PROCESS + OAGAQ
Prepress	Ready Files provided. PDF or Color Proof
Finishing	SADDLE STITCH, MAIL: 3100, DATA PROCESS, INKJET, SORT
Shipping	LOCAL DELIVERY POST OFFICE / 100-CARTON PACK, LOCAL DELIVERY

Prices	Product 1 - MAGAZINE
Quantity	Prices
3,200	\$3,025
12-ISSUES 24-PAGER AT \$3,025 PER ISSUE X 12 = \$36,300 (10-15-2025 TO 10-15-2026)	
5-7 WORKING DAYS	

Sincerely,

- Upon acceptance please indicate the quantity required.
- After acceptance of proof any alteration called for will be at the expense of the buyer.
- Subject to conditions stated. Prices are subject to taxes unless tax exempt number provided.
- Any revisions by customer will be invoiced at an applicable rate for service provided
- This quote is valid for 30 days
- Please initial here _____X

Quoted By: _____ Floyd Jackson _____ Sign: _____ Date: _____

Accepted By: _____ Sign: _____ Date: _____

Term (unless specified above) net 30-days-1.5% service charge per month for late payment. Any art or type Changes Additional.
Prices quoted are based on details furnished to our Estimating Department in the absence of final sketches or layouts. the prices are subject to revision if, upon examination of final camera-ready art, photos, etc
it is determined that the material deviates from the original specifications. Any such price revision will be confirmed before the order is processed.

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE TOWN OF SURFSIDE
AND
PRINT FARM, INC. D/B/A PF SOLUTIONS, INC.**

THIS AGREEMENT (this "Agreement") is made effective as of the _____ day of _____, 2025 (the "Effective Date"), by and between the **TOWN OF SURFSIDE**, a Florida municipal corporation, (hereinafter the "Town"), and **PRINT FARM, INC. D/B/A PF SOLUTIONS, INC.**, a Florida for profit corporation, (hereinafter, the "Vendor").

WHEREAS, the Town seeks to retain a vendor to provide printing and mailing services for the Town's Gazette; and

WHEREAS, the Vendor has provided a Proposal attached hereto as Exhibit "A" for the work to be completed in a period of one year at a total cost not to exceed of \$36,300.00 (the "Services"); and

WHEREAS, the Vendor and Town, through mutual negotiation, have agreed upon a fee for the Services; and

WHEREAS, the Town desires to engage the Vendor to perform the Services and provide the deliverables as specified below.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the Vendor and the Town agree as follows:

1. Scope of Services.

1.1. Vendor shall provide the Services on a non-exclusive basis as set forth in the Proposal attached hereto as Exhibit "A" and incorporated herein by reference (the "Services").

1.2. Vendor shall furnish all reports, documents, and information obtained pursuant to this Agreement, and recommendations during the term of this Agreement (hereinafter "Deliverables") to the Town.

2. Term/Commencement Date.

2.1. The term of this Agreement shall be for one year commencing on the Effective Date, unless terminated in accordance with Paragraph 8 below. Any renewal or extension of this Agreement shall require approval by the Town Manager.

2.2. Vendor agrees that time is of the essence and Vendor shall complete the Services within the term of this Agreement, unless extended by the Town Manager.

3. Compensation and Payment.

3.1. Total compensation for Services provided by Vendor shall be in an amount not to exceed \$36,300.00 and shall be based on the corresponding Pricing for the Services as set forth in Vendor's Proposal, which is attached hereto as Exhibit "A," and incorporated herein by reference.

3.2. Vendor shall deliver an invoice to Town no more often than once per month detailing Services completed and the amount due to Vendor under this Agreement. Fees shall be paid in arrears each month, pursuant to Vendor's invoice, which shall be based upon the percentage of work completed for each task invoiced. The Town shall pay the Vendor in accordance with the Florida Prompt Payment Act after approval and acceptance of the Services by the Town Manager.

4. SubVendors.

4.1. The Vendor shall be responsible for all payments to any sub-contractor and shall maintain responsibility for all work related to the Services.

4.2. Vendor may only utilize the services of a particular sub-contractor with the prior written approval of the Town Manager, which approval may be granted or withheld in the Town Manager's sole and absolute discretion.

5. Town's Responsibilities.

5.1. Town shall make available any maps, plans, existing studies, reports, staff and representatives, and other data pertinent to the Services and in possession of the Town, and provide criteria requested by Vendor to assist Vendor in performing the Services.

5.2. Upon Vendor's request, Town shall reasonably cooperate in arranging access to public information that may be required for Vendor to perform the Services.

6. Vendor's Responsibilities; Representations and Warranties.

6.1. The Vendor shall exercise the same degree of care, skill and diligence in the performance of the Services as is ordinarily provided by a Vendor under similar circumstances. If at any time during the term of this Agreement or within two (2) years from the completion of this Agreement, it is determined that the Vendor's Deliverables or Services are incorrect, not properly rendered, defective, or fail to conform to Town requests, the Vendor shall at Vendor's sole expense, immediately correct its Deliverables or Services.

6.2. The Vendor hereby warrants and represents that at all times during the term of this Agreement it shall maintain in good standing all required licenses, certifications and permits required under Federal, State and local laws applicable to and necessary to perform the Services for Town as an independent contractor of the Town. Vendor further warrants and represents that it has the required knowledge, expertise, and experience to perform the Services and carry out its obligations under this Agreement in a professional and first class manner.

6.3. The Vendor represents that is an entity validly existing and in good standing under the laws of Florida. The execution, delivery and performance of this Agreement by Vendor have been duly authorized, and this Agreement is binding on Vendor and enforceable against Vendor in accordance with its terms. No consent of any other person or entity to such execution, delivery and performance is required.

7. Conflict of Interest.

7.1. To avoid any conflict of interest or any appearance thereof, Vendor shall not, for the term of this Agreement, provide any consulting services to any private sector entities (developers, corporations, real estate investors, etc.), with any current, or foreseeable, adversarial issues in the Town.

8. Termination.

8.1. The Town Manager, without cause, may terminate this Agreement upon thirty (30) calendar days written notice to the Vendor, or immediately with cause.

8.2. Upon receipt of the Town's written notice of termination, Vendor shall immediately stop work on the project unless directed otherwise by the Town Manager.

8.3. The Vendor, without cause, may terminate this Agreement upon sixty (60) calendar days written notice to the Town Manager, or immediately with cause.

8.4. In the event of termination, the Vendor shall be paid for all work accepted by the Town Manager up to the date of termination, provided that the Vendor has first complied with the provisions of Paragraph 8.5.

8.5. The Vendor shall transfer all books, records, reports, working drafts, documents, maps, and data pertaining to the Services and the project to the Town, in a hard copy and electronic format within fourteen (14) days from the date of the written notice of termination or the date of expiration of this Agreement.

9. Insurance.

9.1. Vendor shall secure and maintain throughout the duration of this agreement insurance of such types and in such amounts not less than those specified below as satisfactory to Town, naming the Town as an Additional Insured, underwritten by a firm rated A-X or better by A.M. Best and qualified to do business in the State of Florida. The insurance coverage shall be primary insurance with respect to the Town, its officials, employees, agents, and volunteers naming the Town as additional insured. Any insurance maintained by the Town shall be in excess of the Vendor's insurance and shall not contribute to the Vendor's insurance. The insurance coverages shall include at a minimum the amounts set forth in this section and may be increased by the Town as it deems necessary or prudent.

9.1.1. Commercial General Liability coverage with limits of liability of not less than a \$1,000,000 per Occurrence combined single limit for Bodily Injury and

Property Damage. This Liability Insurance shall also include Completed Operations and Product Liability coverages and eliminate the exclusion with respect to property under the care, custody and control of Vendor. The General Aggregate Liability limit and the Products/Completed Operations Liability Aggregate limit shall be in the amount of \$2,000,000 each.

9.1.2. Workers Compensation and Employer's Liability insurance, to apply for all employees for statutory limits as required by applicable State and Federal laws. The policy(ies) must include Employer's Liability with minimum limits of \$1,000,000.00 each accident. No employee, subcontractor or agent of the Vendor shall be allowed to provide Services pursuant to this Agreement who is not covered by Worker's Compensation insurance.

9.1.3. Business Automobile Liability with minimum limits of \$1,000,000 per occurrence, combined single limit for Bodily Injury and Property Damage. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, as filed by the Insurance Service Office, and must include Owned, Hired, and Non-Owned Vehicles.

9.1.4. Professional Liability Insurance in an amount of not less than One Million Dollars (\$1,000,000.00) per occurrence, single limit.

9.2. Certificate of Insurance. Certificates of Insurance shall be provided to the Town, reflecting the Town as an Additional Insured (except with respect to Professional Liability Insurance and Worker's Compensation Insurance), no later than ten (10) days after award of this Agreement and prior to the execution of this Agreement by Town and prior to commencing Services. Each certificate shall include no less than (30) thirty-day advance written notice to Town prior to cancellation, termination, or material alteration of said policies or insurance. The Vendor shall be responsible for assuring that the insurance certificates required by this Section remain in full force and effect for the duration of this Agreement, including any extensions or renewals that may be granted by the Town. The Certificates of Insurance shall not only name the types of policy(ies) provided, but also shall refer specifically to this Agreement and shall state that such insurance is as required by this Agreement. The Town reserves the right to inspect and return a certified copy of such policies, upon written request by the Town. If a policy is due to expire prior to the completion of the Services, renewal Certificates of Insurance shall be furnished thirty (30) calendar days prior to the date of their policy expiration. Each policy certificate shall be endorsed with a provision that not less than thirty (30) calendar days' written notice shall be provided to the Town before any policy or coverage is cancelled or restricted. Acceptance of the Certificate(s) is subject to approval of the Town.

9.3. Additional Insured. Except with respect to Professional Liability Insurance and Worker's Compensation Insurance, the Town is to be specifically included as an Additional Insured for the liability of the Town resulting from Services performed

by or on behalf of the Vendor in performance of this Agreement. The Vendor's insurance, including that applicable to the Town as an Additional Insured, shall apply on a primary basis and any other insurance maintained by the Town shall be in excess of and shall not contribute to the Vendor's insurance. The Vendor's insurance shall contain a severability of interest provision providing that, except with respect to the total limits of liability, the insurance shall apply to each Insured or Additional Insured (for applicable policies) in the same manner as if separate policies had been issued to each.

9.4. Deductibles. All deductibles or self-insured retentions must be declared to and be reasonably approved by the Town. The Vendor shall be responsible for the payment of any deductible or self-insured retentions in the event of any claim.

9.5. The provisions of this section shall survive termination of this Agreement.

10. Nondiscrimination. During the term of this Agreement, Vendor shall not discriminate against any of its employees or applicants for employment because of their race, color, religion, sex, or national origin, and to abide by all Federal and State laws regarding nondiscrimination.

11. Attorneys Fees and Waiver of Jury Trial.

11.1. In the event of any litigation arising out of this Agreement, the prevailing party shall be entitled to recover its attorneys' fees and costs, including the fees and expenses of any paralegals, law clerks and legal assistants, and including fees and expenses charged for representation at both the trial and all appellate levels.

11.2. IN THE EVENT OF ANY LITIGATION ARISING OUT OF THIS AGREEMENT, EACH PARTY HEREBY KNOWINGLY, IRREVOCABLY, VOLUNTARILY AND INTENTIONALLY WAIVES ITS RIGHT TO TRIAL BY JURY.

12. Indemnification.

12.1. Vendor shall indemnify and hold harmless the Town, its officers, agents and employees, from and against any and all demands, claims, losses, suits, liabilities, causes of action, judgment or damages, arising from Vendor's performance or non-performance of any provision of this Agreement, including, but not limited to, liabilities arising from contracts between the Vendor and third parties made pursuant to this Agreement. Vendor shall reimburse the Town for all its expenses including reasonable attorneys' fees and costs incurred in and about the defense of any such claim or investigation and for any judgment or damages arising from Vendor's performance or non-performance of this Agreement.

12.2. Nothing herein is intended to serve as a waiver of sovereign immunity by the Town nor shall anything included herein be construed as consent to be sued by third parties in any matter arising out of this Agreement or any other contract.

The Town is subject to section 768.28, Florida Statutes, as may be amended from time to time.

12.3. The provisions of this section shall survive termination of this Agreement.

13. Notices/Authorized Representatives. Any notices required by this Agreement shall be in writing and shall be deemed to have been properly given if transmitted by hand-delivery, by registered or certified mail with postage prepaid return receipt requested, or by a private postal service, addressed to the parties (or their successors) at the addresses listed on the signature page of this Agreement or such other address as the party may have designated by proper notice.

14. Governing Law and Venue. This Agreement shall be construed in accordance with and governed by the laws of the State of Florida. Venue for any proceedings arising out of this Agreement shall be proper exclusively in Miami-Dade County, Florida.

15. Entire Agreement/Modification/Amendment.

15.1. This writing contains the entire Agreement of the parties and supersedes any prior oral or written representations. No representations were made or relied upon by either party, other than those that are expressly set forth herein.

15.2. No agent, employee, or other representative of either party is empowered to modify or amend the terms of this Agreement, unless executed with the same formality as this document.

16. Ownership and Access to Records and Audits.

16.1. Vendor acknowledges that all inventions, innovations, improvements, developments, methods, designs, analyses, drawings, reports, compiled information, and all similar or related information (whether patentable or not) which relate to Services to the Town which are conceived, developed or made by Vendor during the term of this Agreement ("Work Product") belong to the Town. Vendor shall promptly disclose such Work Product to the Town and perform all actions reasonably requested by the Town (whether during or after the term of this Agreement) to establish and confirm such ownership (including, without limitation, assignments, powers of attorney and other instruments).

16.2. Vendor agrees to keep and maintain public records in Vendor's possession or control in connection with Vendor's performance under this Agreement. The Town Manager or her designee shall, during the term of this Agreement and for a period of three (3) years from the date of termination of this Agreement, have access to and the right to examine and audit any records of the Vendor involving transactions related to this Agreement. Vendor additionally agrees to comply specifically with the provisions of Section 119.0701, Florida Statutes. Vendor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by

law, for the duration of the Agreement, and following completion of the Agreement until the records are transferred to the Town.

- 16.3.** Upon request from the Town's custodian of public records, Vendor shall provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by Chapter 119, Florida Statutes, or as otherwise provided by law.
- 16.4.** Unless otherwise provided by law, any and all records, including but not limited to reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of the Town.
- 16.5.** Upon completion of this Agreement or in the event of termination by either party, any and all public records relating to the Agreement in the possession of the Vendor shall be delivered by the Vendor to the Town Manager, at no cost to the Town, within seven (7) days. All such records stored electronically by Vendor shall be delivered to the Town in a format that is compatible with the Town's information technology systems. Once the public records have been delivered upon completion or termination of this Agreement, the Vendor shall destroy any and all duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.
- 16.6.** Any compensation due to Vendor shall be withheld until all records are received as provided herein.
- 16.7.** Vendor's failure or refusal to comply with the provisions of this section shall result in the immediate termination of this Agreement by the Town.
- 16.8.** Notice Pursuant to Section 119.0701(2)(a), Florida Statutes. **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS.**

Custodian of Records:	Sandra McCready, MMC
Mailing address:	9293 Harding Avenue
	Surfside, FL 33154
Telephone number:	305-861-4863
Email:	smccready@townofsurfsidefl.gov

- 17. Nonassignability.** This Agreement shall not be assignable by Vendor unless such assignment is first approved by the Town Manager. The Town is relying upon the

apparent qualifications and expertise of the Vendor, and such firm's familiarity with the Town's area, circumstances and desires.

- 18. Severability.** If any term or provision of this Agreement shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and be enforceable to the fullest extent permitted by law.
- 19. Independent Contractor.** The Vendor and its employees, volunteers and agents shall be and remain an independent contractor and not an agent or employee of the Town with respect to all of the acts and services performed by and under the terms of this Agreement. This Agreement shall not in any way be construed to create a partnership, association or any other kind of joint undertaking, enterprise or venture between the parties.
- 20. Compliance with Laws.** The Vendor shall comply with all applicable laws, ordinances, rules, regulations, and lawful orders of public authorities in carrying out Services under this Agreement, including federal, State of Florida, Miami-Dade County, the Town of Surfside, and in particular shall obtain all required permits from all jurisdictional agencies to perform the Services under this Agreement at its own expense.
- 21. Waiver.** The failure of either party to this Agreement to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement shall not be construed as a waiver of the violation or breach, or of any future violation, breach or wrongful conduct.
- 22. Survival of Provisions.** Any terms or conditions of either this Agreement that require acts beyond the date of the term of the Agreement, shall survive termination of the Agreement, shall remain in full force and effect unless and until the terms or conditions are completed and shall be fully enforceable by either party.
- 23. Prohibition of Contingency Fees.** The Vendor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Vendor, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person(s), company, corporation, individual or firm, other than a bona fide employee working solely for the Vendor, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement.
- 24. Public Entity Crimes Affidavit.** Vendor shall comply with Section 287.133, Florida Statutes (Public Entity Crimes Statute), notification of which is hereby incorporated herein by reference, including execution of any required affidavit.
- 25. Counterparts.** This Agreement may be executed in several counterparts, each of which shall be deemed an original and such counterparts shall constitute one and the same instrument.

- 26. Conflicts.** In the event of a conflict between the terms of this Agreement and any exhibits or attachments hereto, the terms of this Agreement shall control.
- 27. Boycotts.** The Vendor is not currently engaged in, and will not engage in, a boycott, as defined in Section 3-1.1 of the Town of Surfside Code of Ordinances.
- 28. E-Verify Affidavit.** In accordance with Section 448.095, Florida Statutes, the Town requires all contractors doing business with the Town to register with and use the E-Verify system to verify the work authorization status of all newly hired employees. The Town will not enter into a contract unless each party to the contract registers with and uses the E-Verify system. The contracting entity must provide its proof of enrollment in E-Verify. For instructions on how to provide proof of the contracting entity's participation/enrollment in E-Verify, please visit: <https://www.e-verify.gov/faq/how-do-i-provide-proof-of-my-participationenrollment-in-e-verify>. By entering into this Agreement, the Contractor acknowledges that it has read Section 448.095, Florida Statutes; will comply with the E-Verify requirements imposed by Section 448.095, Florida Statutes, including but not limited to obtaining E-Verify affidavits from subcontractors; and has executed the required affidavit attached hereto and incorporated herein.

[Remainder of page intentionally left blank. Signature pages follow.]

E-VERIFY AFFIDAVIT

In accordance with Section 448.095, Florida Statutes, the Town requires all contractors doing business with the Town to register with and use the E-Verify system to verify the work authorization status of all newly hired employees. The Town will not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

The contracting entity must provide its proof of enrollment in E-Verify. For instructions on how to provide proof of the contracting entity's participation/enrollment in E-Verify, please visit: <https://www.e-verify.gov/faq/how-do-i-provide-proof-of-my-participationenrollment-in-e-verify>

By signing below, the contracting entity acknowledges that it has read Section 448.095, Florida Statutes and will comply with the E-Verify requirements imposed by it, including but not limited to obtaining E-Verify affidavits from subcontractors.

☐ **Check here to confirm proof of enrollment in E-Verify has been attached to this Affidavit.**

In the presence of:

Signed, sealed and delivered by:

Witness #1 Print Name: _____

Print Name: _____

Title: _____

Witness #2 Print Name: _____

Entity Name: _____

ACKNOWLEDGMENT

State of Florida

County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20__, by _____ (name of person) as _____ (type of authority) for _____ (name of party on behalf of whom instrument is executed).

Notary Public (Print, Stamp, or Type as
Commissioned)

Personally known to me; or

Produced identification (Type of Identification: _____)

Did take an oath; or

Did not take an oath

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year as first stated above.

TOWN OF SURFSIDE

By: _____
Mario Diaz
Acting Town Manager

Attest:

By: _____
Sandra McCready, MMC
Town Clerk

Approved as to form and legal
sufficiency:

By: _____
Thais Hernandez
Town Attorney

Addresses for Notice:

Mario Diaz
Town of Surfside
Attn: Acting Town Manager
9293 Harding Avenue
Surfside, FL 33154
305-861-4863 (telephone)
305-993-5097 (facsimile)
mblumstein@townofsurfsidefl.gov
(email)

With a copy to:

Thais Hernandez, Esq.
Office of the Town Attorney
Town of Surfside
9293 Harding Avenue
Surfside, FL 33154
305-861-4863 (telephone)
thernandez@townofsurfsidefl.gov
(email)

VENDOR

By: _____
Name:
Title:
Print Farm, Inc. d/b/a PF Solutions

Addresses for Notice:

Name:
Title:
Print Farm, Inc. d/b/a PF Solutions
Address:
Telephone:
Facsimile:
Email:

EXHIBIT “A”

SCOPE OF SERVICES

The Scope of Services are those contained in the Proposal dated Oct. 9, 2025, attached hereto and incorporated herein by reference.