



Tropical Shell & Gift, Inc.

A subsidiary of Historic Tours of America, Inc. - *The Nation's Storyteller.*
www.historictours.com

201 Front Street • Suite 210 • Key West, FL • 33040 (305)292-8917

Lucas Torres-Bull
Procurement Manager
c/o City Clerk
City of Key West
1300 White Street
Key West, FL 33040

Re: RFP 26-002 Re-Bid Historic Building Rehabilitation Lease and Adaptive Use 402 Wall Street, Key West, Florida 33040 AKA Historic Ship's Chandlery

Dear Mr. Torres-Bull:

Please find attached to this cover letter our response to the above referenced RFP 26-002, Re-Bid Historic Building Rehabilitation Lease and Adaptive Use 402 Wall Street, Key West, Florida 33040 AKA Historic Ship's Chandlery.

By way of introduction, my name is Clinton Curry and I am the Project Manager for the proposer, Tropical Shell & Gift, Inc. (hereinafter TS&G) a wholly-owned subsidiary of Historic Tours of America. TS&G is the current leaseholder of city-owned property in Mallory Square inclusive of the Key West Aquarium. Within the proposal you will observe opportunities to adaptively re-use the Historic Ship's Chandlery at 402 Wall Street, converting it into the Sails To Rails Museum. This museum will feature an element of Key West's maritime history covering the transition from the age of sail, to the age of rail; Henry Flagler's Over-Sea Railroad. The project will incorporate landscape improvements, historic signage and importantly restoration of a contributing building in our historic district.

The proposer and parent company are both corporations with offices at 201 Front Street, Suite 224, Key West, Florida. Our website address is www.historictours.com. The primary contractor that will be used for the project is Neyra Construction, LLC whose office address is 201 Front Street, Suite 112, Key West, Florida 33040. Phone: 954-684-8805. Neyra Construction is incorporated in the State of Florida and is owned by Patricia Ali Neyra whose certified General Contractor license number is: CGC 058194. A secondary contractor that will be used for the project is Serge Mashtakov P.E., President of Artibus Design whose office is 3710 N. Roosevelt Blvd., Key West, Florida 33040. Phone: 305-304-3512

Proposer, TS&G, is primarily involved in retail operations in several of the Historic Tours of America city operations. Retail operations are executed in Key West, St. Augustine, Florida, Savannah, Georgia, Washington, DC, Boston, Massachusetts and San Diego, California. Historic Tours of America is a national company whose primary business is sightseeing, historic attraction operations and real estate operations which are executed in Key West, Florida, St. Augustine, Florida, Savannah, Georgia, Washington, DC, Boston Massachusetts, Nashville, Tennessee, San Antonio, Texas, San Diego, California and Charleston, S.C.



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A comprehensive list of all operations is extensive and immediately available upon request.

In the course of parent company operations, the company has been involved in historic restoration since beginning in 1973 in Key West, Florida, originally under the name Old Town Key West Development, Ltd. which became a subsidiary of Historic Tours of America in 1980. Rehabilitation and adaptive reuse projects since the inception of the company have included:

- Multiple buildings on the 600 and 700 block of Duval Street, Key West.
- Adaptive reuse of leased city property at Mallory Square, including the Key West Aquarium.
- Construction of several vacation rental properties in Key West (list available upon request).
- Construction and adaptive reuse of historic properties in St. Augustine, Festival Market in Old Town Square in St. Augustine, Potter's Wax Museum and the Welcome Center in St. Augustine.
- The Prohibition Museum in Savannah, Georgia.
- Several retail construction projects in Savannah, Georgia (list available upon request).
- The Savannah Pirate Museum.
- Boston Tea Party Ships & Museum.
- Washington, DC Welcome Center.
- The Reuter Building, San Antonio, Texas.
- Festival Marketplace at Old Town Market, San Diego.

- Current construction project, Old Savannah Distillery
- Submitted application - In-water, rear exhibit expansion at the Key West Aquarium.

A comprehensive list, including these and additional construction and adaptive use projects is available upon request.

The primary contact concerning this request for proposals for the proposer will be: Clinton Curry, 305-747-0099 whose email address is Clinton.curry@historictours.com and physical office location is 122 Simonton Street, Key West, Florida 33040.

The proposer is ready, willing and able to perform all services identified by this response to the subject RFP and will abide by the terms of the Request For Proposal including all attachments.

Thank you for your kind attention.

Sincerely,

Clinton Curry
Director of Operations

Tab 2. Conceptual Plan/Design RFP 26 – 002 Re-Bid Historic Building Rehabilitation Lease and Adaptive Use 402 Wall Street AKA Historic Ship’s Chandlery

Key West has been blessed with the opportunity of becoming a visitor destination. We don’t manufacture anything and we are not doing anything that is potentially destructive to our environment. In fact, people are coming to Key West to see a Caribbean-style Island that is part of the United States. What brings them to Key West is a combination of many attributes of the island but certainly includes the weather, the water opportunities, the architecture and foliage, the food and an abundance of historical opportunities which is unique in the United States, if not the world. What we do as a destination is clean, non-depleting and, if we do our job well, self-promoting. What Tropical Shell & Gift and Historic Tours of America intend for 402 Wall Street, the former Chamber of Commerce building, aka the Ship’s Chandlery, is to add yet another layer of fabric for visitors to learn about what makes Key West such a special place.

The Mallory Square area has long been a focal point for commerce and visitors. More recently it has become a hub of cultural learning opportunities for locals and visitors alike. The entire area is now ringed with cultural destinations on our island to tell the story of Key West. There is The Oldest House, just a few blocks away on Duval Street, the Harry S. Truman Little White House where history was and still is being made, Mel Fisher’s Treasure Museum, the Key West Aquarium, the Key West Art & Historical Museum in the old Customs House, the Key West Cooking Show, the Key West Shipwreck Treasure Museum, the Key West Sculpture Garden and the Audubon Home and Gardens. TS & G and HTA propose to add the Sails To Rails Museum to this enviable collection of Key West museums by moving it from its present location on Caroline and Margaret Street in total to a new location, including the 402 Wall Street property. The present Sails To Rails Museum is, quite frankly, one of the best small museums, not only in Key West but in the United States. Unfortunately, its location is out of the pedestrian traffic pattern and therefore has not enjoyed the attendance we had hoped. Our plan is to move it into the subject property and repurpose the Flagler Station building into the headquarters for our Dry Tortugas National Park Ferry operation. It will allow us the space and opportunity to continue providing this essential transportation and interpretive service to one of the country’s most remote and unique destinations at the Dry Tortugas National Park.

The Sails To Rails Museum tells an important, if not the most important element of Key West history that elaborates that part of our history that covers the transition from the age of sail, which made Key West an early important naval base and center of wrecking into the age of rail and, eventually, vehicle access to Key West with the construction of Henry Flagler’s railway to Key West completed in September 1912. It is a story of how the farthest outpost of America was connected solely by sailing ships to eventually be connected to land by virtue of a railroad and then US 1. It is a story of wealth, ups and downs in the city’s fortunes, involvement in three national wartime conflicts and so many other attributes that contributed to present day Key West. Surprisingly with all the museums in Key West, this is the one story that most needs to be told to understand what Key West is.

One of the great attributes of the Sails To Rails Museum is that it achieves the present day desire of the traveling public. It is not just text panels and artifacts but more of an opportunity to viscerally connect with many of the exhibits. There is an interactive map showing the trade routes through the Florida Straits during the conquistador days, a self-activated film on sponging, an actual silver bar that can be hefted by visitors and many other hands-on exhibits, too many to mention. It is this kind of tactile connection that makes Sails To Rails one of the most interesting museums and one that will be highly

effective in telling the story of Key West in a location that will benefit from the extraordinary pedestrian traffic in Mallory Square and to the Sunset Celebration.

In addition to the main museum element housed in the Flagler Station building, there are also two other structures that will be moved with the facility. The first is the original payroll car for the Florida East Coast Railway that was used as the paymaster’s car for the workers during the construction of the railroad. It houses models of how the railroad was built and a story of the life of Henry Flagler. It will be on the corner of Tift and Wall, the former location of the now defunct Schooner Mary and immediately visible to the vast crowds going to and coming from the Sunset Celebration on Mallory Dock. The other structure is the Maggie Atwell House that HTA saved from destruction and had moved from Big Pine Key. The Maggie Atwell House was the cook shack for the railroad workers on the island of Big Pine over 120 years ago. It houses a very complete and intimate look at the conditions of the railroad workers, their tools and the routines of their daily lives. It has many tactile exhibits such as being able to pick up the weight of a wheelbarrow full of marl, being able to heft a portion of a railroad piece and so forth. At the same time there are also films about the lives of the FEC workers and, of course, it includes the story of the tragic hurricane of 1935 which destroyed the railroad but was the impetus for the construction of US 1 just previous to World War II. This structure will be placed directly behind the paymaster’s car on property already leased from the City and will connect to the paymaster’s car, much as it does today. In short, the museum “complex” will be bifurcated into two parts. The main museum will be in 402 Wall Street and the payroll car and Maggie Atwell House will be across Wall Street into the square. A ticketing system will be used for access to the two “out buildings” that will use a bar code electronic entry system.

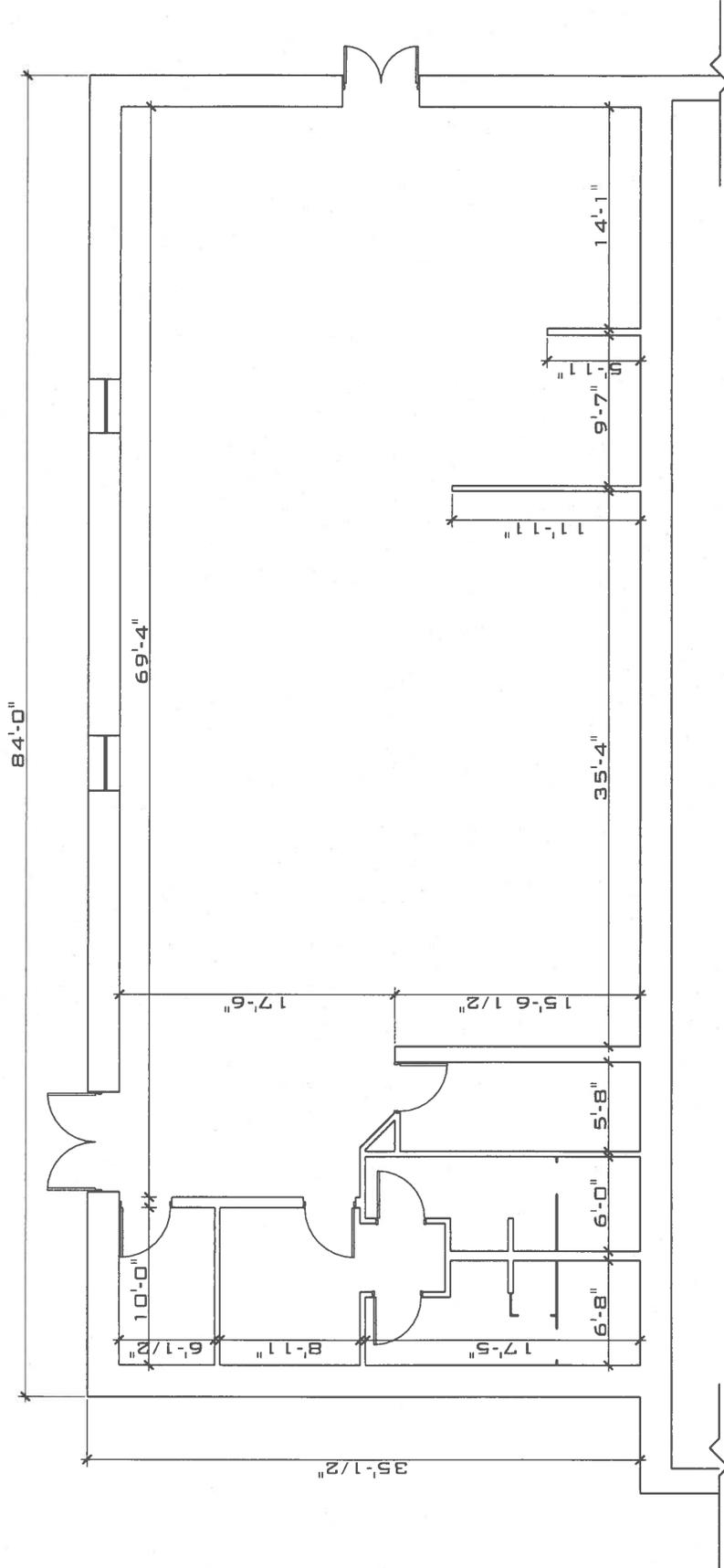
SHIP CHANDLERY
DEVELOPMENT PROGRAM TABLE
 March 9, 2026

SQUARE FOOTAGE	TYPE OF USE (MUSEUM)
600 SF	Office, storage and HC access
2,376 SF	Educational displays, theater and access

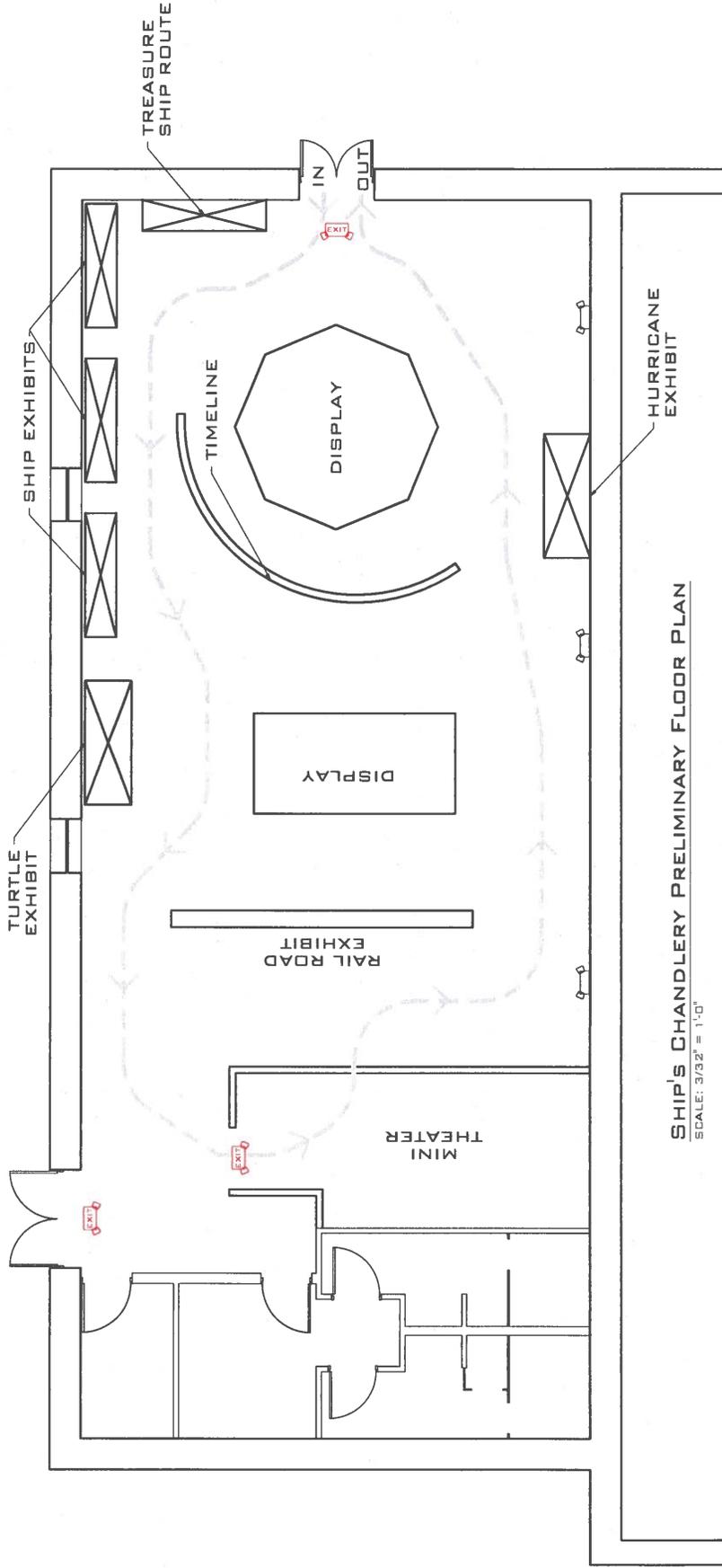
NOTE: square footages are approximate.

SHIP CHANDLERY ITEMIZED DESCRIPTION OF ALL MODIFICATIONS TO THE HISTORIC FABRIC AND REASON REQUIRED:

- The exterior of the building will receive repairs and replacements of doors, windows, wood soffits/facia and trim as required due to existing termite damage and/or rot. All new and existing to remain wood features will be filled, sanded, primed and painted as needed.
- The exterior of the building shall receive spalling repair and stucco finishing to match existing as best as possible. All new and existing stucco will be primed and painted.
- The existing asphalt shingle roof will be replaced with new HARC approved 5V-crimp metal panels as the roof requires replacement. The existing flat roofing will receive a new HydroStop rubber membrane roofing system.
- The existing awning fabric will be replaced with new due to fading and dirty appearance.



EXISTING FLOOR PLAN
SCALE: 3/32" = 1'-0"



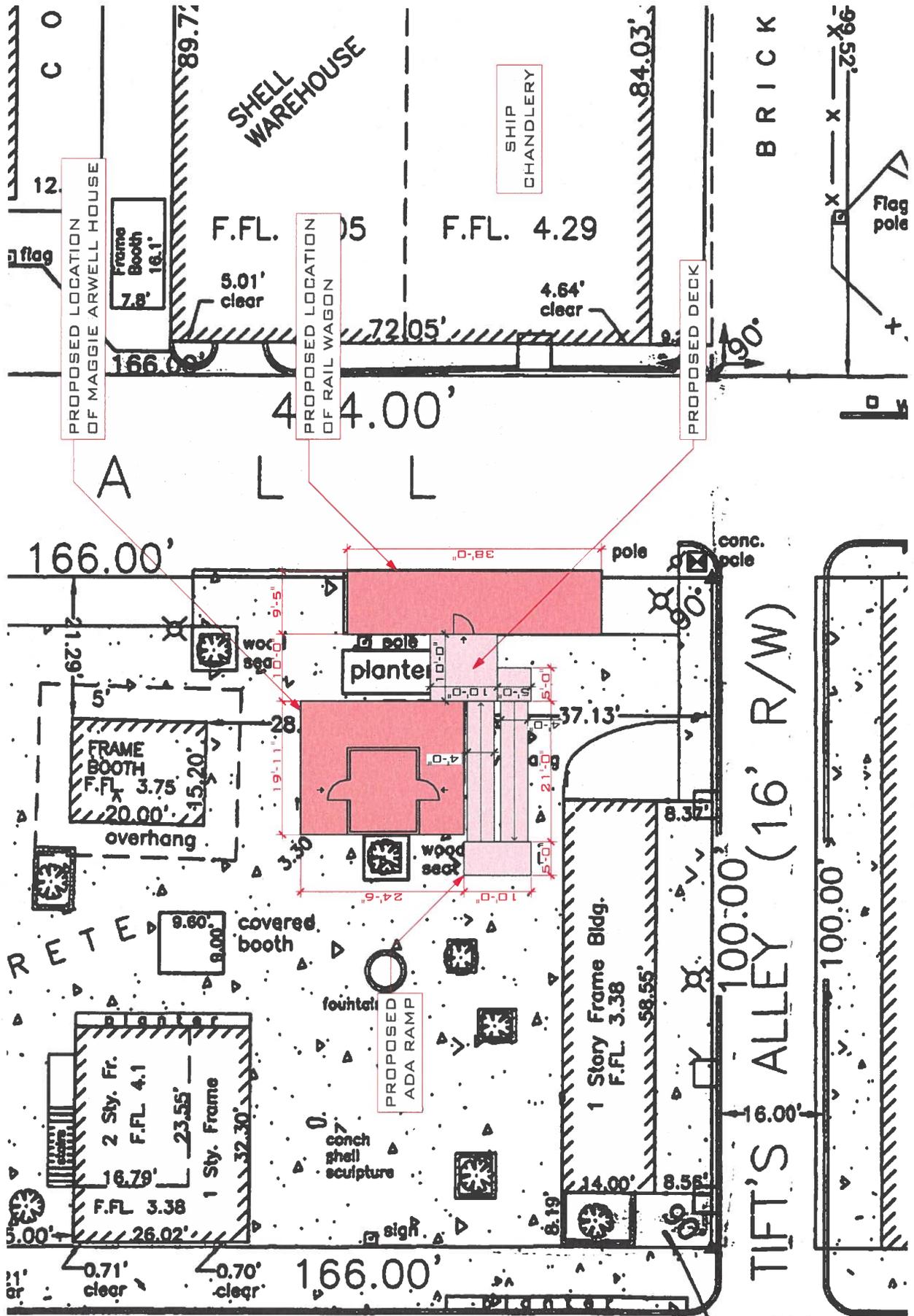
SHIP'S CHANDLERY PRELIMINARY FLOOR PLAN

SCALE: 3/32" = 1'-0"

PROJECT INFORMATION	
1. PROJECT SCOPE	THIS PROJECT COMPRISES THE REMODELING OF AN EXISTING BUILDING TO ACCOMMODATE HISTORIC TOURS OF AMERICA RELATED TO ORIGINAL BUILDING USE AS SHIP'S CHANDLERY
2. SITE INFORMATION	HPS FLOOD ZONE: AE9

CODE COMPLIANCE DATA	
1. APPLICABLE CODES:	FLORIDA BUILDING CODE (FBC) - EXISTING 8TH EDITION (2023) ADA ACCESSIBILITY IEBC EXISTING BUILDING FLORIDA FIRE PREVENTION CODE (FFPC) - 8TH EDITION (2023)
2. CONSTRUCTION TYPE	TYPIC 415 0 HR FIRE RESISTANCE RATING FBC-B: CHAPTER 2
3. USE AND OCCUPANCY CLASSIFICATION	RESIDENTIAL: A3 ASSEMBLY EXHIBIT GALLERY AND MUSEUM FBC-B: SECTION 303.4
4. HEIGHTS AND AREAS:	PROJECT AREA: NET AREA 12,644 S.F., GROSS AREA 13,028 S.F. PROJECT HEIGHT: 1 STORY / 121.0 FT
5. OCCUPANT LOAD:	OCCUPANT LOAD: 30 NET FBC-B TABLE 1004.5 SPACE MUSEUM 2,644 SF OCCUPANT LOAD 88 PERSONS TOTAL OCCUPANT LOAD 88 PERSONS

6. COMMON PATH OF TRAVEL:	OCCUPANCY A-3: 75' MAXIMUM (WITH SPRINKLER SYSTEM) FBC-B: SECTION 1006.2.1 #40 PROVIDED
7. TRAVEL DISTANCE:	OCCUPANCY A-3: 250' MAXIMUM (WITH SPRINKLER SYSTEM) FBC-B: SECTION 1006.2.2 #100 PROVIDED
8. EGRESS EXIT AND DOOR OPENING:	OCCUPANCY A-3: OCCUPANT LOAD OF SPACE < 500 FBC-B: SECTION 1006.2.1 2 EXIT PROVIDED O.C. 2' PER OCCUPANT * BB=17.6", 32" MINIMUM OPENING PROVIDED 121.60" OPENINGS PROVIDED



SITE PLAN DIAGRAM
SCALE: 1" = 20'

Tab 3. Development Team Information RFP 26-003 Re-Bid Historic Building Rehabilitation Lease and Adaptive Use 402 Wall Street AKA Historic Ship's Chandlery

The developer and proposer for this proposal is Tropical Shell & Gift, Inc., a wholly owned subsidiary of Historic Tours of America, Inc. Both entities are organized in the State of Florida.

The principal representative of the participating firm and proposer is Clinton Curry, the Director of Operations for the Key West operations. The other principal representatives of the firm and proposer are Chris Belland, the CEO of Historic Tours of America and Edwin O. Swift, III, President of Historic Tours of America. Clinton Curry has been an employee of the company for 38 years. Mr. Belland and Mr. Swift are founding owners of the firm and have been partners in the companies since 1973.

At the present time, the number of employees in Key West is 332 and it operates the Conch Tour Train and Old Town Trolley sightseeing companies along with the Key West Aquarium, the Shipwreck Treasure Museum, the Little White House, Sails to Rails Museum, eleven retail profit centers and three food service operations, including El Meson de Pepe, the Key West Cooking School and the Conch Fritter Stand. As such, the firm has an extensive management team, a large maintenance staff and a property management company. Finally, the company has successful and profitable operations in nine cities around the United States and has the financial and organizational capacity to perform what is proposed herein.

Relevant Experience

The company had its beginning as a construction company in 1973 restoring a number of buildings on Duval Street and in the Mallory Square area. It has gone on to continue the path of real estate development in its other city operations throughout the country. The construction has included festival marketplaces, standalone vacation rental projects, standalone attraction operations and multiple garage facilities. The signature ability of the company has been in historic rehabilitation involving the planning and redevelopment of historic structures, including but not limited to the Harry S. Truman Little White House on Truman Annex in Key West, the Shell Warehouse in Mallory Square, Building 21 in Key West, Building 1 in Key West, the Old Jail complex in St. Augustine, the American Prohibition Museum in Savannah, Georgia, the construction of a 3700 square foot retail store in Washington, DC on 10th and E Street, the construction of an on-the-water attraction complex known as the Boston Tea Party Ships & Museum, the recent acquisition in the partial rehabilitation of the historic Reuter Building in San Antonio and the Whaley House in San Diego (one of the first masonry structures in Southern California and one of the most historic buildings in the state).

DEVELOPMENT TEAM INFORMATION

Serge Mashtakov
Artibus Design – Engineering and Planning
3710 N. Roosevelt Blvd, Key West, FL 33040

Artibus Design will provide construction drawings and engineering which includes but is not limited to the items requested in the RFP:

- Site plan illustrating the extent of proposed development, access points, site circulation, general configuration of uses, etc.
- Floor plans illustrating internal building program.
- Occupancy capacity calculations.

Relevant experience: See list provided.

Gilbert Sanchez, President
Preference Consulting – survey-level 3D spatial mapping services
1422 Northwest 82nd Avenue, Doral, FL 33126

Preference Consulting will provide an interactive, visual 1:1 representation of existing conditions, allowing immersive navigation through space and AutoCAD files with measurements (floor plans, elevations and sections).

Relevant experience: Basilica High School, Basilica of Saint Mary Star of the Sea Church, Historic Diesel Plant and Duval Square

Patricia Neyra, President
NEYRA Construction
201 Front Street, Suite 112, Key West, FL 33040

Patricia Neyra has been a Certified General Contractor Since 1996. She has extensive commercial construction experience which includes restaurants, retail, offices, ice cream shops, cafes and medical offices. Neyra Construction will provide all pre-construction and construction management services.

Relevant experience: see Contractor's Qualification Statement

CONTRACTOR'S QUALIFICATION STATEMENT

Management and Business Profile

Submitted by: NEYRA Construction, LLC
201 Front Street, Suite 112
Key West, FL 33040
954-684-8805

NEYRACONSTRUCTION.COM

Type of Work: Commercial and Residential

ORGANIZATION:

State of Incorporation:	State of Florida
Date of Incorporation:	November 2017
Owner's Name:	Patricia Ali Neyra

LICENSING: Certified General Contractor license CGC 058194

NEYRA Construction is a licensed Certified General Contractor able to do business throughout the State of Florida. Patricia Ali Neyra has been licensed since 1996.

EXPERIENCE:

Listed below are categories of work done by our own forces:

- Estimating
- Permit processing
- Project management and supervision
- Layout and scheduling
- Office administration

Key Personnel:

- Patricia Ali Neyra, Owner, Certified General Contractor
- Daniel Gilbert, Project Manager
- Stacy Aguilar, Book Keeper

General Background and Experience:

Patricia Ali Neyra stated her professional career as Vice President of the Hollywood Economic Growth Corporation. Her role was to develop and expand businesses and redevelop underutilized properties in the office, industrial, warehouse and retail sectors. She later founded and served as Vice President of Eastern Development for 15 years in Fort Lauderdale where she primarily focused on the construction of national retail chains and other commercial projects. Ms. Neyra moved back home to Key West and founded Check Construction and later bought out her partner and renamed the company NEYRA Construction. Ms. Neyra oversees the financial and administration of the company; as well as the estimating of all projects. She organized and directs all field activities to maximize manpower and equipment resources. Patty’s attention to details and client needs, her ability to avert or solve problems and her dedication to client satisfaction have won her much praise from customers and subcontractors.

List of associated job experience:

CAFES/RESTAURANTS:

Coffee Beanery – Beachplace Coffee Beanery – Las Olas Boulevard Coffee Beanery – Pembroke Pines Barnie’s Coffee & Tea Company – Hollywood DuBarry Chinese Restaurant – Plantation Pretzel Twister – Miami (Dadeland Mall) Quizno’s Gourmet Sandwiches – Coral Springs Waffeworks Restaurant – Hollywood Chatroom Café – Hollywood Chicken Kitchen – Coral Springs Chicken Kitchen – Oakland Park Chicken Kitchen – Hollywood Chicken Kitchen – Boca Raton Chicken Kitchen – Plantation Chicken Kitchen – Davie Chicken Kitchen – Miami Lakes	Atlanta Bread Company – Oakland Park Atlanta Bread Company – Pembroke Pines Atlanta Bread Company – Deerfield Beach Atlanta Bread Company – MetroWest Atlanta Bread CO. Pizza/Pasta – Lake Mary Atlanta Bread Co. Pizza/Pasta – Palm Beach Gardens Java Boys Café – Wilton Manors Christina’s Bar & Restaurant – Delray Beach Christina’s restaurant expansion Camille’s Sidewalk Café – Fort Lauderdale Dream Dinners – Sunrise Coco’s Asian Bar & Restaurant – Ft Lauderdale Humpy’s Pizzeria – Wilton Manors California Tortilla Restaurant – W. Palm Beach Key West Cooking School – Key West
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ICE CREAM SHOPS:

Haagen Daz – Key West Ben & Jerry’s – Key West	I Can’t Believe It’s Yogurt – Coral Springs
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RETAIL:

Everything Wireless – Fort Lauderdale Superga – Aventura (Aventura Mall) All About Maternity – Pembroke Pines Hoover Vacuum Company Store – Pembroke Pines	Leather & Comfort Furniture -Pembroke Pines Leather & Comfort Furniture – Boca Raton The Little World – Pembroke Pines
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OFFICE:

Amel's, Nigel & Burgess Yachting Center – Fort Lauderdale Community Blood Center of SF Offices (10,000 SF) – Boynton Beach	Key West Accounting – Key West
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MEDICAL:

Hamilton Medical Offices – Fort Lauderdale Weston Eye Center Optometrist Office-Weston Weston Eye Center Optometrist Office – Weston (2 nd location) Pearle Vision Retail & Optometrist Office/Lab – Boca Raton	Pearle Vision Optometrist Office – Weston Kohl Chiropractic Center – Pembroke Pines Optiworx Retail & Optometrist Office – Coral Springs
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SALONS:

Paradise Hair Salon & Spa – Pembroke Pines Passion for Style Hair Salon – Pembroke Pines	Shear Excitement Hair Salon – Pompano Beach
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MULTI FAMILY:

Stanley Apartments – Deerfield

RESIDENTIAL:

Everglades House condo renovation– Ft Lauderdale Lockwood Estate renovation – Ft Lauderdale Forbes residence addition, pool & renovation – Delray Beach Ortlieb residence addition, pool & renovation – Delray Beach Grozier residence addition & renovation – Delray Beach Judge Greenhawt residence addition, pool & renovation – Fort Lauderdale	Brenner renovation – Key West Casa Avila residence restoration and renovation – Key West Stricken renovation – Key West Driftwood Drive ground up residence & pool – Key Haven Garcia ground up residence & pool – Big Coppitt
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BRICK RESTORATION:

- Mel Fisher Museum – Key West
- Pilar Rum Building – Key West
- Shoppes of Mallory – Key West

REFERENCES:

CLIENTS:

Ileana Garcia
11 Diamond Drive, Big Coppitt, FL
(908) 415-0228

Kelly Marshall, General Manager, Key West Cooking School
291 Front Street, Key West, FL
(415) 412-7487

Lonnie and Sharon Gietter, Haagen Dazs Shop
625 Duval Street, Key West, FL
(908) 420-8166

TRADE REFERENCES:

Sub Zero, Inc. – Todd Oropeza
805 Peacock Plaza, Key West, FL
(305) 294-9243

Bella Construction of Key West, Inc. – Eddie Braswell
35 Diamond Drive, Big Coppitt, FL
(305) 292-9888

Eleven C Corporation – Barry Shapiro
5570 3rd Avenue, Suite C106, Stock Island, FL
(561) 856-0043

BANK REFERENCE:

Bank of America
3200 Flagler Avenue, Key West, FL 33040
305-294-9593

SURETY:

Island Insurance Company
3229 Flagler Avenue, Unit 112. Key West, FL 33040
305-294-6666

ASSOCIATIONS:

Key West Chamber of Commerce Member (past Board member- Secretary & Vice President)
Key West Women’s Club (present Board Member – Member at Large)

Key West Business Guild Member
Tourist Development Council – DAC1 Board Member

AWARDS:

Key West Chamber of Commerce 2021 William Billy Appelrouth Award Recipient
Key West Women’s Club 2023 Woman of the Year Award Recipient
Key West Chamber of Commerce 2024 Business for Beauty Award – William Curry Warehouse
Key West Women’s Club 2025 Women Get Things Done Award Recipient
The Historic Florida Keys Foundation 2025 Award of Excellence – William Curry Warehouse
The Historic Florida Keys Foundation 2026 Award of Excellence – Building One

For more information, project pictures and references please go to:
NEYRACONSTRUCTION.COM

NEYRA CONSTRUCTION, LLC
SHIP CHANDLERY LIST OF SUBCONTRACTORS
March 5, 2026

<p>Anthony Paolucci Apollo Electric Solutions, LLC 14 Aquamarine Drive, Unit B, Key West, FL 33040 305-708-2782 Office@aes-fl.com</p>	<p>Gary Centonze Gary's Plumbing & Fire Sprinkler 6409 2nd Terrace, suite I, Key West, FL 33040 305-296-6013 admin@garysplumbingandfire.com</p>
<p>Shawn Hudgins Shawn Hudgins Plumbing, Inc. 5607 3rd Avenue, Key West, FL 33040 305-295-7349 Shawn@shawnhudginsplumbing.com</p>	<p>Todd Oropeza Sub-Zero 805 Peacock Plaza, Key West, FL 33040 305-294-9243 subzerotodd@gmail.com</p>
<p>Eric Gartmayer EE Builders 1205 20th Terrace, Key West, FL 33040 305-797-0344 eebuilders33040@gmail.com</p>	<p>Ray Alvarez Steller Carpet and Tile 3210 N. Roosevelt Blvd., Key West, FL 33040 floordr123@aol.com</p>
<p>Tommy Valente Roof Assassins 1724 Flagler Avenue, Key West, FL 33040 305-849-3282 roofassassins@gmail.com</p>	<p>Justin Bowden JMB Painting 314 Virginia Street, Key West, FL 33040 305-304-6681 justbowden@hotmail.com</p>
<p>Miguel Liz Liz Carpentry, LLC 5624 Third Avenue, Key West, FL 33040 305-294-5861 Miguelliz@lizcarpentry.com</p>	<p>Frank Andreau Concepts in Cleaning, Inc. DBA Terrazzo Care Restoration 6511 NW 41st Terrace, Coconut Creek, FL 33073 954-818-2703</p>
<p>Layne Thrasher Island Doors and Windows 3220 N. Roosevelt Blvd., Key West, FL 33040 305-296-0899 islanddoorsandwindows@gmail.com</p>	<p>Timothy Lucas All Things Drywall 1107 Key Plaza, P.O. Box 212, Key West, FL 305-304-4939 allthingsdrywall@yahoo.com</p>



ARTIBUS DESIGN

ENGINEERING AND PLANNING

Representative engineering experience and client references

1. City of Marathon, Various Projects

Carlos A. Solis, P.E.

Director of Public Works & Engineering

City of Marathon | Public Works

9805 Overseas Highway | Marathon, FL 33050

Office: 305-289-5008 | Cell: 305-481-0451

E: solisc@ci.marathon.fl.us

2. City of Key West, Port and Marine Services

Various Projects

Karen Olson

Deputy Director

Port & Marine Services

(305)809-3803

E: kolson@cityofkeywest-fl.gov

3. City of Key West, Engineering

Ian McDowell, P.E.

City Engineer

City of Key West

(305) 809-3753

E: cimcdowell@cityofkeywest-fl.gov

4. William P. Horn, R.A., NCARB, LEED AP (BD+C)

William P. Horn Architect, PA

Various Projects including for Monroe County and School Board

915 Eaton St,

Key West, FL 33040

305-296-8302

E: william@wphornarchitect.com

5. Robert Wright, M.S.Ed.

Principal

Various Projects for School and Basilica buildings

The Basilica School of Saint Mary Star of the Sea

700 Truman Avenue

Key West, Florida 33040

Phone: 305-294-1031

E: principal@basilicaschool.com

Artibus Design. Qualifications. List of recent and relevant municipal and commercial projects

Project Number YearMonth-##	Client Name	Project Name and Address
1605-10	William P Horn / City of Key West	300 Catherine St, Key West FL 33040, MLK Center Repor
1607-09	William P Horn / City of Key West	Transient Restrooms / Dock Master Building Garrison Bight - Structural Engineering
1711-12	City of Key West	Task Order #1701, Lagerheads Beach Bar Building, Post IRMA Report and Repair Recommendations and Details
1711-13	City of Key West	Task Order #1702, White Street Pier, Post IRMA Report and Repair Recommendations and Details
1712-06	City of Key West	Task Order #1703, White Street Pier, Preliminary Inspection and Evaluation of Concrete Spalling
1801-06	City of Key West	Task Order #1704, Schooner Wharf ADA Bathroom, 202 William St, Key West, FL 33040
1804-15	City of Key West	PO: 086088 Dated 01-30-2018, 907 Caroline St (Piano Shop), Key West, FL 33040 Structural Assessment
1804-19	City of Key West	Task #1705 Structural Eng for Edward B. Knight Pier
1805-05	City of Key West	P.O.: 086696, Task Order 1801 Mallory Square Pedestrian Bridge Removal and Reinstallation Detail: Arts In Public Spaces, Sculpture Foundation, 1300 White St, Key West, FL 33040 (DONATED SERVICES)
1806-04	City of Key West, AIPP	PO 088053 Dated 10/25/2018, 631 Greene St Dumpster Enclosure
1811-07	City of Key West	201 William St, Key West, FL 33040, Bumblebee Gift Shop
1812-04	City of Key West	PO P088365, Building Due Diligence Inspection to Support Acquisition of KW Citizen building at 3420 Northside Dr, Key West, FL 33040
1812-05	city of Key West	PO 088266 Coral Relocation - Coch Republic Seawal
1902-05	City of Key West	1803 Smathers Beach Bathroom West, 1910 S Roosevelt Blvd, Key West FL 33040 P.O. 088493 (12-20 2018)
1904-13	City of Key West	PO 089245 04/25/2019 Fleming Key Utility Bridge Emergency Repair:
1907-09	City of Key West	Task Order #1802, Preliminary Concrete Spalling Evaluation Report, 201 William St, Key West, FL 33040
1907-20	City of Key West	P.O.: 089800 - Rest Beach Pavilions - Structural Engineering
1908-10	City of Key West	P.O.: 089849 - Replacement of damaged pipe support sleepers along Rivierz
1912-08	City of Key West	Bridge Forcemain crossing - Structural Engineering. S Roosevelt Blvd, Key West, FL 33040
2002-07	City of Key West	PO 090224 10/08/2019 Design of Permanent Repairs for the Fleming Key Utility Bridge
2004-05	City of Key West	PO 090600 10/25/2019 201 William St - Spalling Repair - Design, Bidding & CEI Services
2004-09	City of Key West	P.O.: 091615 - Date 04/07/2020 Eaton/Duval St, Key West, FL 33040, Traffic Light Fondator
2004-14	City of Key West	730 Duval St, Key West, FL 33040 - Wood Post Foundation
2008-04	City of Key West	P.O.: 091581 - Date 03/30/2020 631 Greene St, Key West, FL 33040, Conch Republic Roof and Wall facade repairs
2008-12	City of Key West, AIPP	3420 Northside Dr, Key West, FL 33040 - Re-roofing Design Pressures
2011-14	City of Key West	Arts In Public Spaces, Wavehenge Sculpture Foundation, Truman Waterfront Park, Key West, FL 33040 (DONATED SERVICES)
2102-12	City of Key West	P.O.: 092382 - Rest Beach Pavilions - Site Plan and Cut/Fill Estimate
2107-08	City of Key West	PO# 093237 - Dated 01-08-2021, BOAT HOUSE (TK'S) ENGINEERED DESIGN FOR DRAINAGE ISSUES RESOLUTION
2110-10	City of Key West	PO: 093677 Dated 03-29-2021, Lazy Way St (Recording Studio), Key West, FL 33040 Structural Assessment
2204-06	City of Key West	PO 094336 Structural Assessment of Staples Avenue Bicycle/Pedestrian Bridge
2206-01	City of Key West	301 Front St, Key West, FL 33040 - Wood Post Foundation
2206-02	City of Key West	100 Grinnell St, Key West, FL 33040- Ferry Terminal Fence Improvements, PO# 9621€
2210-16	City of Key West	220 Margaret St , Key West, FL 33040 - Turtle Kraals - Walking wood frame decking replacemen
1909-15	City of Marathon	300 Grinnell St, Key West, FL 33040 - Park N Ride Report
2001-10	City of Marathon, Director of Planning, George Garrett	City of Marathon Community Park Office building Addition – Value engineering of structural component:
2112-03	City of Marathon	Crain Point Hammock Sculpture Trail Exhibit - Sculpture Foundation Drawings
2010-15	Burke Energy	810 33rd St, Marathon FL, 33050 - Site Visit and evaluation of structural adequacy of existing building, housing After Care
2011-01	Key West Housing Authority	KLWTD - Solar Power Project
1906-06	Edgar Braswell / Bella Construction	817-820 Washington St, Key West, FL - Concrete Repairs
2503-03	City of Key West	35 Diamond Dr, Big Coppitt, FL 33040
2502-11	City of Key West	Purchase Order #103879, Key West Diesel Plant, Structural Assessment
2501-01	City of Key West	Purchase Order #103707, Edward B. Pier, Structural Assessment
2311-04	City of Key West	PO 103252 - 201 William St - Spalling Repair PHASE II - Design, Bidding & CEI Services
2309-02	City of Key West	P.O. : 100296 - Southermost Point Sea Wall Repair
2308-06	City of Key West	Lazy Way, Key West, FL 33040 - Jimmy Buffet Recording Studio - Major Remodeling
2307-01	City of Key West	Spencer's Boatyard sea wall PO: 09870€
2302-06	William P Horn	Smathers Beach Pavilions, 2018 S Roosevelt Blvd, Key West, FL 3304€
2302-07	William P Horn	City of Key West - Hardening Project - Palm Ave Building
2412-01	City of Marathon	City of Key West - Hardening Project - Transfer Station
2310-01	City of Marathon	800 35th St Ocean, Marathon, FL 33050 - City Marina - Wall in-fill Details
		800 35th St Ocean, Marathon, FL 33050 - City Marina - Storage Lot

Here is the contact information for Preference Consulting references:

- David Prada
 - Archdiocese of Miami – overseeing Basilica of Key West project
 - 9401 Biscayne Boulevard, Miami Shores, FL 33138
 - 305-762-1033
- Christina Bracken
 - Friends of Cape Florida
 - 1200 Crandon Boulevard, Key Biscayne, FL 33149
 - 786-367-6829
- John O'Neill
 - Capital Bank, Archdiocese of Miami
 - Waiting for confirmation on address (located in Key West)
 - 240-405-5520

NOTE: John O'Neill is the project manager for the renovation of the Basilica of Saint Mary Star of the Sea down in Key West. David Prada, the Senior Director for Building and Properties of the Archdiocese of Miami, is overseeing that project in Key West and was involved in another of our projects in Miami.

References

These are references for TS & G. You have our permission to contact them:

Michele White
Sr. Commercial Relationship Manager/SVP
First Horizon Bank
330 Whitehead Street
Key West, FL 33040
305-294-6330

Bill Horn
William P. Horn Architect P.A.
915 Eaton Street
Key West, FL 33040
305-296-8302

Luis Busquets
Black Dog Advertising
11767 S. Dixie Highway, # 376
Miami, FL 33156
786-210-8282

Tab 4. Management Team RFP 26-003 Re-Bid Historic Building Rehabilitation Lease and Adaptive Use 402 Wall Street AKA Historic Ship's Chandlery

Tropical Shell & Gift, through its parent company, Historic Tours of America, has an extensive management team in the city to manage all aspects of an attraction such as is proposed. The management team members resumés are here.

The overall Director of Operations Manager is Clinton Curry whose oversight includes, among other duties, Old Town Trolley, Conch Tour Train, Key West Aquarium, Truman Little White House, Shipwreck Treasure Museum and Sails To Rails Museum. Mr. Curry reports directly to the Chief Executive Officer, Chris Belland.

The General Manager in Key West is Brent Lyons whose direct oversight includes, among other duties, the Old Town Trolley, Conch Tour Train, Truman Little White House, Key West Aquarium, Shipwreck Treasure Museum and Sails To Rails Museum. Brent Lyons reports to Clinton Curry regarding the operations in Key West.

Our City Attractions Manager, Tom Whitney, provides oversight for Key West Aquarium, Truman Little White House, Shipwreck Treasure Museum and Sails To Rails Museum, reporting to Brent Lyons.

Heather Ludwick serves as the Operations Manager for the Key West Shipwreck Treasure Museum and Sails To Rails Museum and is responsible for the day-to-day operations, reporting to Tom Whitney. Current duties would maintain, though if awarded, the site for the Sails TO Rails Museum will change.

Daily maintenance and all other extended maintenance programs are handled by Mike Gibson who is the overall maintenance manager for all parent company businesses and also for other real estate projects throughout Key West including Old Town Key West Development and four vacation rental projects. His team of maintenance staff include HVAC, electric, painting, carpentry and cleanliness crew comprised of 26 employees.

Eddy Herrera is the IT Manager for all Key West operations and oversees a staff of four employees for the maintenance, supervision and operational aspects of all IT equipment, including computers, internet, telephones and ticketing facilities.

Joyce Unke is the real estate Property Manager for all company real estate, including oversight for taxes, insurance and leasehold management.

Joanna Huestis is the Human Resources Supervisor for all HR matters for the entire company, including Key West.

Tom Sutton is the Insurance Manager for all company insurance policies throughout the nation, including those involved in Key West.

All company employees mentioned herein are in the section of the company resumés.

Management Team

Chris Belland - CEO

Chris Belland is founder and Chief Executive Officer of Historic Tours of America. Aside from four years at the University of Pennsylvania's Wharton School of Finance, he has spent his entire life in Miami and Key West. His penchant for history comes from three years as an exchange student in South America and trips to Europe during his college years. He has joined his avocation, which is a love of history, into his vocation which is showing off the historical importance of the cities in which our company operates.

As part of the company's philosophy of giving back to the community, Mr. Belland also formed the Key West Attractions Association, was the first founding president of the Key West Montessori Children's School and has served on the Boards of the Florida Attractions Association and the Key West Chamber of Commerce. He is presently a columnist for the local newspaper and his works can be seen at hindsightsandinsights.blogspot.com.

"Showing off the incredible nine cities that Historic Tours of America operates in has been one of the greatest joys of my life."

Edwin O. Swift, III - President

Edwin O. Swift, III is a founder. President and Director of Historic Tours of America. It was probably the fact that Ed's father was the head photographer for the St. Louis Star Times and, in fact, was one of those photographers who took the picture of Truman holding up the "Dewey Wins!" newspaper, that caused him to go into the camera business in Key West.

Not only was Ed in retail for 15 years, he has also lived the company's philosophy by being active in the community serving as Monroe County Commissioner, President of the Chamber of Commerce and being one of the foremost and earliest proponents and developers of affordable workforce housing. He is presently working on the Florida Keys Assisted Care Coalition and the Friends of Mallory Square which built the Key West Historic Memorial Sculpture Garden.

Says Ed, "Being able to make such a positive impact on my community has been my greatest accomplishment. Not only was I involved in the early restoration of a depressed city but I have been part of the process in making this one of the most interesting and desirable destinations to live and visit."

Clinton Curry - Director of Key West Operations

Clinton Curry has been employed in various positions with Historic Tours of America and today serves as the Director of Operations for our Transportation®, Museums, and Attractions operations in Key West. Clinton has been working with Historic Tours of America since 1987, starting as a stock boy for our retail operations and server within our food and beverage operations in Mallory Square. By the early 1990s he began working as a tour guide at the Key West Aquarium, promoted in 1999 to Operations Manager of the Key West Aquarium.

In 2004 Clinton was promoted to General Manager of the Key West Shipwreck Treasure Museum and In 2016 assumed the role of Director of Museums and Attractions. Throughout his tenure with the company, Clinton has assisted with the development of several other city tours, including the highly popular Ghosts & Gravestones of Key West Frightseeing® Tour.

Clinton serves as Executive Director for the Key West Harry S. Truman Foundation, has been a board member and officer of the Key West Attractions Association, and volunteers time to many of our local non-profit organizations and our community at large.

Furthering his understanding of the City of Key West's operational needs, Clinton has completed training as an Ambassador for the City of Key West. In his own words, what he enjoys most about working at Historic Tours of America is the "opportunity to serve those I work with and to meet people from all over the world, while sharing the cultural history of my hometown."

As a seventh-generation, native-born Key Wester, Clinton and his family are well-rooted in Key West. In his spare time, Clinton and his family enjoy the many wonderful land and sea activities available in the Fabulous Florida Keys.

Freddy Varela - Controller

Freddy M. Varela has been employed as the company's controller since August 2001. As controller of the company, Mr. Varela is responsible for analyzing, interpreting, and controlling the company's accounting and financial records. His duties cover all of the accounting functions of the company such as general accounting, budgeting and forecasting, accounting methods and procedures, taxes, and internal auditing. Mr. Varela also works closely with the independent accounting firm that performs the company's annual audit.

He is currently serving a four-year term as a member of the Monroe County Tourist Development Council. Mr. Varela is also involved with Key West Little Conch Baseball as a baseball coach as well as serving as league president for 6 years. Prior to joining the company, Mr. Varela was a senior accountant for a public accounting firm in Key West for over 10 years. Mr. Varela graduated from Florida International University in August 1990 with a BA in accounting.

Joanna Huestis - Director of Human Resources

Joanna Huestis joined Historic Tours of America in 2010 as the Human Resources Director, working from our Key West corporate office. She is now leading a diverse department of professionals throughout the US with an emphasis on developing subject matter experts in each area under her direction. Her focus has always been on teaching, mentoring, and strategic planning.

As a graduate of the University of South Florida, she achieved a Bachelor of Arts degree in Communications and later earned a Master of Science degree in Organizational Leadership from Southern New Hampshire University. With over 25 years of HR experience, she holds both the SPHR and SHRM-SCP professional certifications. Joanna enjoys travel, gardening, and boating with her husband in the beautiful waters of the Florida Gulf Coast.

Brent Lyons – General Manager Key West Operations

Brent Lyons is the General Manager of Operations in Key West. He joined Historic Tours of America in 2018 and has worked in various roles in every HTA tour and attraction in Key West. Brent holds a bachelor's degree in business administration and a master's degree in supply chain management.

Brent's very involved in his community where he coaches youth baseball, volunteers in community activities, serves on multiple boards of directors for various associations, and participates in the Key West Chamber of Commerce. His wife, Carly, is a local elementary

school teacher, and together they have 3 young children.

Brent was a successful Independent Contractor for years with FedEx in Grand Rapids, Michigan. He relocated his family to the Lower Florida Keys in 2011 and became the District Manager for Coca-Cola, where he earned the company's Innovation Award for developing and launching a successful local sales and marketing program. He was then recruited to become the General Manager for a large Coca-Cola facility in the Black Hills of South Dakota. After a couple years contemplating why they gave up eternal paradise for the cold winters in South Dakota, he moved his family back to the Florida Keys and reinvented himself once again in the tourism industry.

Joining HTA has been one of the most exciting steps in Brent's career: "I really enjoy the tourism industry, the guests who choose to vacation where I live, and serving the amazing CAST here at HTA Key West!" When Brent is not in the office, he's likely on his boat in the beautiful waters surrounding the Lower Keys spending time with his family!

Piper Smith - Vice President of Marketing

Piper L. Smith began her career with Historic Tours of America in 1983 working in the Conch Tour Train Ice Cream Parlor and Gift Shop while on breaks from college. After graduating from the University of Florida with a degree in Advertising, she came back to work at the company's newly created in-house marketing department as an assistant. During her career with the company Piper has worked in retail, food service, sales representative, vendor and charter sales, and as a tour conductor.

In 1998 Piper was promoted to Vice President of Marketing for Historic Tours of America where she oversees all marketing aspects for the company. As an avid traveler, working for a company with operations in eight fabulous destinations is a dream come true.

Piper has been involved in the Key West community since graduating from college. She currently serves on the Monroe County Tourist Development Council District Advisory Committee and has served on the boards Florida Keys Lodging Association, Key West Attractions Association, Tropic Cinema, and Key West Historic Memorial Sculpture Garden. She served for seven years as a mentor as part of Take Stock in Children. She is a two-term past president of the Key West Attractions Association and Big Brothers/Big Sisters of Monroe County where she was a Big Sister for six years. Her other passion besides travel is golden retrievers and she serves as a volunteer for Everglades Golden Retriever Rescue.

Joyce Unke - Director of Property Management

A native Floridian, Joyce Unke, born in Sanford, FL, the "celery capital of the world," is the Director of Real Estate & Property Management for Historic Tours of America and its subsidiaries. She started her career as an assistant to Gerald "Mo" Mosher and Michael Cates Sr., two of the original four partners of Historic Tours, in a small office off Duval Street in Key West, in 1994!

Over the next years, real estate law, contract writing, permitting, maintenance, and negotiating skills were handed down to her by her mentors. She since then has grown and managed hundreds of both residential and commercial properties. Joyce has been involved in the intricate process of local management of over five workforce housing projects within the city and county, median & moderate income.

Joyce is passionate when it comes to Commercial real estate in Key West. She is a take charge, negotiate the deal, and get it done person! She works with large corporate tenants, as well as local entrepreneurs, businesses, and artisans as well. Joyce loves the hands-on interaction with all tenants alike. In addition, she also enjoys working with the entire team of Historic Tours of America which she also calls her "family"!!

Tom Whitney – City Attractions Manager, Key West Operations

Tom has over 40 years in the hospitality industry, graduated from University of Houston with a BS in Hospitality Management. Tom worked for Hyatt Hotels for 23 years. Most notable career accomplishment was the opportunity to work with the local developer and the Owners to build and open The Marker Hotel in Key West as General Manager. Tom and his wife Cathy have lived in the Florida Keys for 11 years. Tom has been with HTA for 4 years. Away from work, Tom enjoys being out on the water, fishing, playing Golf and riding his bike.

Michael Gibson - General Manager – Facilities Maintenance/Management

Michael Gibson is currently a General Manager for Historic Tours of America for their Facilities Maintenance. Mike has worked with HTA for 14 years. Mike previously lived in the Triad of North Carolina where he operated his own business for 18 years. The business was a complete design build operation in the Landscaping industry, to include 3 retail locations and hardscaping. Mike has spent the better part of his career developing and maintaining the exterior of properties, both commercial and residential. Throughout his career Mike has also worked as a sales representative for a company named Hughes Supply offering construction products to contractors and municipalities. Mike decided to change careers and went to work for Land Rover as a sales manager for 2 years before moving to Key West. Before and during his career, Mike has obtained degrees in Horticulture, as well as IT.

Eddy Herrera – IT Manager

Eddy joined the HTA team in April of 2023 as the IT Manager. 15+ years of experience in various IT fields including network administration, systems administration, physical IT infrastructure design and installation and 10+ years of experience in management. Eddy worked in various capacities for the City of Key West in the facilities maintenance and transportation departments in management roles before moving to Lower Keys Medical Center where he worked for 9 years as the IT Systems and Network Administrator. Eddy holds a Bachelor of Science degree in Business Management from Miami Dade College and various certifications in computer networking and is certified by the FIU program for public administration management.

Clinton Curry

1201 19th Terrace, Key West, Fl 33040 · 305-747-0099

Office email- clinton.curry@historictours.com

Personal email- cjpkwf@gmail.com

This document contains my work history, volunteerism and community involvement, which is focused on the sharing of the culture and heritage of Key West and the Florida Keys through the management of local attractions, museums and transportation tours.

EXPERIENCE

2018 – PRESENT

DIRECTOR OF KEY WEST OPERATIONS, HISTORIC TOURS OF AMERICA, INC.

Provide management oversight and review for the following businesses operated by Historic Tours of America, Inc. in Key West, Fl. –

- Key West Aquarium
- World Famous Conch Tour Train
- Old Town Trolley Tours
- Shipwreck Treasures Museum
- Ghosts & Gravestones of Key West
- Harry S. Truman Little White House Museum
- Sails to Rails Museum
- Key West Cooking School

2015 – 2018

DIRECTOR OF KEY WEST ATTRACTIONS, HISTORIC TOURS OF AMERICA, INC.

Provide management oversight and review for the following businesses operated by Historic Tours of America, Inc. in Key West, Fl. –

- Key West Aquarium
- Shipwreck Treasures Museum
- Ghosts & Gravestones of Key West
- Harry S. Truman Little White House Museum

2004 – 2015

GENERAL MANAGER

Provide management oversight and review for the following businesses operated by Historic Tours of America, Inc. in Key West, Fl. –

- Shipwreck Treasures Museum
- Ghosts & Gravestones of Key West

1998 – 2004

ASST. OPERATIONS MANAGER / ASST. CURATOR

Provided animal welfare and educational outreach for aquarium aquatic inhabitants ranging from elasmobranchs, gamefish, tropical fish, coral exhibits and marine sea turtles. Maintain records for animal husbandry, monthly and quarterly reports, veterinarian health checks and administration of prescribed medications.

- Key West Aquarium

1992 – 1996

AQUARIST & TOUR GUIDE

Provided animal welfare and educational outreach for aquarium aquatic inhabitants ranging from elasmobranchs, gamefish, tropical fish, coral exhibits and marine sea turtles.

- Key West Aquarium

EDUCATION

MAY, 1994

ASSOCIATES OF ARTS, FLORIDA KEYS COMMUNITY COLLEGE

VOLUNTEER – COMMUNITY SERVICE

AMBASSADOR ACADEMY 2006 - CITY OF KEY WEST

BICYCLE ACTION COMMITTEE

BOARD MEMBER KEY WEST ATTRACTIONS ASSOCIATION

- PRESIDENT
- VICE PRESIDENT
- TREASURER

KEY WEST HOLIDAY LIGHTED BIKE RIDE

CHILDREN'S DAY COMMITTEE

WOUNDED WARRIOR PROJECT KEY WEST RIDE

WESLEY HOUSE HOLIDAY LIGHTED BIKE RIDE

MALLORY SQUARE SCULPTURE GARDEN

FRIENDS OF MALLORY SQUARE

KEY WEST HARRY S. TRUMAN FOUNDATION

513 Indies Rd, Ramrod Key, FL 33042
(305) 906-2925
BrenttenLyons@Yahoo.com

- Analyze profit and loss statements, bring line items within budget by making necessary corrections to operational procedures
- Foster a high-performance growth culture and promote partnership between all business functions
- Identify opportunities and remove barriers through building the capabilities of managers and development of the entire team
- Strategically negotiate business relationships with key partners including Mount Rushmore, Crazy Horse Memorial, Sturgis Motorcycle Rally, multiple colleges, school districts, cities and professional organizations
- Innovate and analyze metrics for areas of opportunity to educate key stakeholders and ensure success of implemented changes

2014 - 2016 Coca-Cola

Big Pine Key, FL

District Manager

- Manage a team of Account Managers to deliver complete customer satisfaction while exceeding performance goals and initiatives
- Received Innovation award for program development in the Florida Keys
- Identify customer trends and potential product supply constraints quickly to maximize performance and mitigate OOS
- Forecast, track, and report performance results using Excel, SAP, Tableau, Margin Minder and various other reporting tools
- Remove barriers between direct reports and product supply management to achieve long term and short-term process planning to ensure flawless execution of customer and company goals

2011 - 2014 Coca-Cola

Big Pine Key, FL

Account Manager

- Negotiate programs to simultaneously achieve customer needs and company initiatives
- Excelled in all sales metrics while providing industry leading customer service
- Forecast inventory levels for hundreds of SKUs across multiple categories to ensure customer and consumer demands were met to maximize profits while minimizing waste and holding cost
- Developed unique programs to meet individual and company goals while being profitable for customers
- Collaborated with customers to identify and meet short and long-term goals, ensuring their consistency with corporate objectives

2005 - 2010 FedEx

Grand Rapids, MI

Independent Contractor

- Owned and operated a parcel delivery corporation under an independent contract with FedEx Ground

513 Indies Rd, Ramrod Key, FL 33042
(305) 906-2925
BrenttenLyons@Yahoo.com

- Managed all aspects of the business from budgeting, contracts, fleet management, recruitment, hiring, training, supply planning and logistics
- Grew business year over year and generated a 113% profit upon sale of the contract
- Gained expertise in supply chain/distribution industry with one of the world's largest companies

2003 - 2005 DHL Grand Rapids, MI

Package Delivery Driver

- Operated a parcel delivery route
- Managed all aspects of the role from sorting, loading, routing, driving, delivery, and customer service
- Worked closely with local ownership to develop efficiencies, and drive margins

Education

2012 - 2015 Florida Institute of Technology Melbourne, FL

- MBA, Supply Chain Management

2010 - 2011 Western Michigan University Kalamazoo, MI

- Bachelor of Science, Business Administration

2003 - 2005 Grand Valley State University Allendale, MI

- Undergraduate Coursework, Finance Major

2000 - 2003 Grand Rapids Community College Grand Rapids, MI

- Associate of Arts, Business Administration

Certifications

- OSHA 10, General Industry Safety and Health Certification
- First Aid and CPR Certified, American Heart Association
- USCG Captain License (6 Pack) w/Towing Endorsement
- CDL Class C w/Passenger Endorsement
- TWIC Credential

Associations

- Key West Attractions Association
- Key West Chamber of Commerce
- Key West Lodging Association
- Florida Attractions Association

Interests

- Coaching local youth sports
- Boating
- Fishing
- Camping
- Hiking
- Golf

TOM WHITNEY

SENIOR MANAGEMENT PROFESSIONAL – HOSPITALITY

PROFILE

Proven professional who has a history of working in the hospitality industry. Skills include driving growth, keeping customers happy and managing staff/vendors. As a dynamic, self-driven professional with years of experience providing hands-on leadership to consistently meet and exceed the company's and customer's expectations. Astute analyst, strategic thinker, and creative problem solver. Adept at analyzing internal and external conditions to develop plans, processes and procedures aligned to both short and long-term requirements. An excellent communicator and customer service provider. Believes in relationships and drives business through results.

CONTACT

PHONE:

240-535-7379

EMAIL:

TomWhitney89@gmail.com

ADDRESS:

1135 Thatch Lane, Cudjoe Key, FL 33042

HOBBIES AND LOVES

Biking. Scuba diving, golf, windsurfing and woodworking.

ACHIEVEMENTS

Opening GM, The Marker, first new build resort in Key West in 20 years.
Reflagging Westin property to Hyatt Regency Santa Clara.
Coordination of construction of two leased restaurant spaces Hyatt Regency Bethesda NFL Super Bowl Commissioners party
Hyatt Regency McCormick Place Opening Beverage Trainer
Department Head of the Year Grand Hyatt Washington

EDUCATION

Bachelor of Science - University of Houston, Conrad N. Hilton College of Hotel & Restaurant Management Houston, Texas.

WORK EXPERIENCE

Historic Tours of America- Attractions Manager 5/25 -Present

Develop professional relationships with the Key West HTA Attractions Operations Managers. Working with them to hold the Cast Members accountable. Tool Kit Champion for Key West Operations. Assist with the annual attractions budgets. Involvement with the Chamber of Commerce, Lodging Association and the Attractions Association.

Historic Tours of America- Operations Manager 8/22-5/25

Daily management of Truman's Little White House, the only Presidential Museum in Florida

Meisel Holdings Key West- General Manager 6/21- 5/22

Manage 3 unique boutique hotel assets in the Key West Market. Responsible for a 20-million budget between 3 hotels and a Bar and Liquor store.

Vacasa LLC – General Manager 12/17- 6/20

Develop relationships with over 270 homeowners and managed their vacation rental properties. Managed over 300 homes from Key West to Key Largo. Responsible for over 22-million-dollar annual budget.

Transitioned a small local company into a large nationally known company in the vacation rental market in Key West. Managed a staff of 22 employees from reservations agents, Housekeeping supervisors, maintenance engineers, and owner relations managers. Had some of the highest Net Promoter Scores in the entire company, Guest NPS 50 and Owner NPS score of 70.

Sysco South Florida – Marketing Associate 2/16 - 11/17

Re-established relationships with 32 individual restaurant owners and operators that were previously neglected due to a lack of a dedicated sales force, which lead to successfully establishing trust as well as recapturing business. Responsible for annual sales of \$3.5 million. Present innovative ideas aligned with customer business goals dedicated to capturing growth in new market areas of opportunity. Create customized ordering reports to enhance ordering process, provide inventory control, and regulate PAR levels.

Highgate Hotels – Complex General Manager 4/15 - 2/16

Recruited by Highgate Hotels to oversee renovation of the Fairfield Inn & Suites (133 rooms) and Hilton Garden Inn (141 rooms). Oversee day-to-day operations of both properties during and after construction implementing enterprise-wide operational goals while enhancing operating performance. Annual revenues for combined properties of \$21 million with 50% GOP. Achieve highest ranking of guest service scores within Marriott scoring standards through the development of

	<p>customer service team incentive programs. Manage 25 employees and \$11 million dollar budget to develop business process improvement, ensuring optimum performance and customer service across all departments. Achieved a score of 87.3 on first brand standard audit.</p>
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OTHER EXPERIENCES

Northwood Hospitality, General Manager 6/2014- 4/2015

Recruited by Northwood to oversee new construction and opening of 96 luxury boutique hotel in Key West, The Marker Waterfront Resort

Created an investment opportunity for a new ownership group within four months of opening.

Successfully aligned construction business planning with hotel opening performance timelines.

Managed 40 employees with an operational budget of \$12 Million

Negotiated cross-marketing opportunities with local businesses in exchange for rent and commission on associated sales.

Achieved top 10 on Trip Adviser within four months of opening.

Recognized leader in Community participating in Chamber of Commerce and Key West Lodging Association.

Hilton Garden Inn, Columbia MD, General Manager 6/2013-6/2014

Developed Front Office team that positively impacted customer service scores

Revamped the nonexistence Rooms preventative maintenance program with Chief engineer.

Successfully coordinated the complete lobby and restaurant renovation.

RB Properties, Washington DC, Corporate Quality Assurance, General Manager 2008-2013

Provided Corporate support to five hotels and one free standing restaurant, creating a service culture within the organization

Developed service standards based on steps of service, engagement with customers, and empowerment.

Developed a guest feedback tracking system and metrics to share best practices and set benchmarking goals for Hotel General Managers.

Provided leadership to the General Managers overseeing a total of 860 rooms.

Standardized all branding and marketing materials for the hotel collection.

Hyatt Hotels 1985-2008

Hyatt Regency Jacksonville , FL- Senior Rooms Executive

Hyatt Regency Santa Clara, CA- Rooms Executive

Hyatt Regency Bethesda , MD- Director of Operations, Food and Beverage Director

Hyatt Dulles, VA- Director of Food and Beverage

Grand Hyatt Washington, DC - Assistant Food and Beverage Director, Communications Manager, Assistant Front Office Manager, Executive Steward, Beverage Manager

Hyatt Regency Los Angeles, CA - Banquet Manager, Assistant Banquet Manager

Hyatt Regency Orange County CA - Restaurant Manager, Beverage Manager

Hyatt Regency Buffalo, NY - Corporate Trainee, Assistant Banquet Manager



Heather Ludwick

Operations Manager

Contact

305-509-1603

heather.ludwick@historictours.com

1715 Patricia St., Key West, FL 33040

About Me

Experienced manager with deep seated connection to Historic Tours of America. Developing leadership skills within Key West Operations so that I may contribute to its growth in a meaningful way while respecting its history.

Skills

- Communication
- Computer Literacy
- Leadership
- Problem Solving
- Research Expertise
- Time Management

Experience

Operations Manager

Shipwreck Treasures & Sails to Rails Museums July 2025 - Current

- Responsible for scheduling Storytellers both museums, and ensuring they have the proper tools to provide memorable guests experiences
- Ensures museums are well maintained through coordination with Facilities Maintenance
- Maintains existing exhibits, expanding upon or developing new exhibits as artifacts are brought into the collection
- Accessions and catalogs new objects and artifacts as they are acquired
- Continues to produce content for the company's national magazine.
- Provides accurate reporting and assist other leaders with reporting when able

Sales Coordinator

Conch Tour Train, Inc March 2024 - July 2025

- Provided support to Group Sales and Charter's Manager by handling a percentage of clients
 - Worked to strengthen relationship between attractions and group sales department through increased visibility and communication
- Provided support to Relationship Sales Manager
 - Onboarded new vendors and assisted with Backoffice issues.
- Worked in conjunction with depot management to develop simple and reliable performance reporting documents
- Primary producer of Storyteller content for Key West operations

Administrative Assistant, Key West Attractions

Tropical Shell & Gifts, Inc May 2021 - March 2024

- Integrate and maintain object inventories for multiple Key West museum subsidiaries
- Design and utilize spreadsheets for reporting and asset management over multiple entities
- Set-up and oversee Amazon business account for use by all Key West museum and attraction subsidiaries
- Supporting CASTmember of the year, 2 consecutive years

Member Experience Manager

Anytime Fitness December 2019 - May 2021

- Employ Google docs to digitize formerly hand-written documents
- Utilize Canva to design and/or update various in-club signage, including advertisements displayed on the big screen television
- Operate software on multiple platforms to keep in touch with current and prospective members
- Utilize out-of-the-box thinking during classes to accommodate different levels of fitness and class size
- Instruct and demonstrate safe use of training equipment

Education

Bachelor of Arts in Accounting & Information Systems

University of South Florida

2009

Tab 5. Project Management Plan RFP 26 – 002 Re-Bid Historic Building Rehabilitation Lease and Adaptive Use 402 Wall Street AKA Historic Ship’s Chandlery

The project will have three phases, including construction oversight, exhibit implementation and operations. For each phase, there will be a separate management plan.

During construction, oversight will be attended to by Clinton Curry and Chris Belland who will both be involved in overseeing the construction process, working directly with the general contractor, Neyra Construction. Both individuals have extensive experience in site management and construction processes, having been involved in multiple projects over the last 40 years.

The exhibit implementation will involve displaying educational messaging and hands-on exhibits focusing on conservation, restoration, engagement, amongst other displays within the Hospitality House. Both Mr. Curry and Mr. Lyons will oversee this project with various CASTmembers whose experience will be directed to their areas of expertise, including electronic facilities implementation, carpentry and “stage setting” the interiors. Through its parent company, TS&G has the availability of the Historic Tours of America Art Department who will be involved in setting up the various displays as anticipated in the floorplan contained herein.

Operations will follow the same format as other attractions owned and operated by the parent company, Historic Tours of America. There will be a site manager, Heather Ludwick, who will be the direct overall manager during development with a experience of management within museums and guest experiences. There will be full-time, onsite museum staff; such as costumed, period storyteller(s), maintenance and ticket sellers, to run the day-to-day operation. The Operations Manager will, in turn, report to the Mr. Whitney, who, will in turn, report to Mr. Lyons, all to be overseen by Clinton Curry. All ancillary requirements, such as IT requirements, electrical, plumbing, HVAC, will be handled by interior providers at Historic Tours of America.

SHIP CHANDLERY
PROJECT MANAGEMENT PLAN

March 6, 2026

Patricia Neyra, President
NEYRA Construction
201 Front Street, Suite 112, Key West, FL 33040

Patricia Neyra has been a Certified General Contractor Since 1996. She has extensive commercial construction experience which includes restaurants, retail, offices, ice cream shops, cafes and medical offices.

Neyra Construction will coordinate all pre-construction project management services such as:

- Coordination of pre-construction site visits with sub-contractors, architect/engineer and developer's representatives.
- Fill out building permit application and coordinate submission of subcontractor permit applications.
- Submit final signed and sealed construction drawings to the City of Key West.
- Fill out forms for private provider for inspection services and submit to the City of Key West.
- Fill out form, file and submit Notice of Commencement to the City of Key West.
- Provide developer with preliminary budget.
- Provide developer with a designed scope of work and schedule of values once construction documents are completed.

Neyra Construction will coordinate all construction project management services such as:

- Provide developer with detailed schedule.
- Coordinate all phases of construction included but not limited to roofing, carpentry, painting, framing, drywall, plumbing, electrical, low voltage, and mechanical.
- Provide developer weekly progress reports.
- Coordinate all required inspections.
- Provide client monthly updated account summary.

**Tab 6. Development Costs RFP 26-002 Re-Bid Historic Building Rehabilitation
Lease and Adaptive Use 402 Wall Street AKA Historic Ship's Chandlery**



HISTORIC SHIP'S CHANDLERY

PRELIMINARY BUDGET

March 5, 2026

DESIGN SERVICES

3D spatial mapping services, floor plans, elevations and sections	\$3,300
Construction plans and engineering	\$38,220
Interior design services	\$14,000
TOTAL	\$55,520

CONSTRUCTION

ROOFING (5V-CRIMP METAL PANELS)	\$35,500
ROOF RADIANT BARRIER (low-E insulating Thermasheets)	\$4,500
INTERIOR DEMOLITION	\$30,000
SPALLING REPAIR	\$66,000
TERRAZO GRINDING AND POLISHING	\$18,000
MECHANICAL (exposed metal duct)	\$65,000
PLUMBING	\$10,000
ELECTRICAL & LIGHTING FIXTURES (new 200 amp service)	\$135,000
LOW VOLTAGE	\$15,000
METAL FRAMING	\$20,000
INSULATION (exterior walls)	\$5,000
DRYWALL, CORNERBEAD, TAPE AND FINISH	\$20,000
EXTERIOR PAINT	\$14,000
INTERIOR PAINT	\$20,000
FIRE SPRINKLER	\$34,610
CARPENTRY	\$75,000
EXTERIOR DOORS & WINDOWS	\$35,000
INTERIOR DOORS, TRIM AND HARDWARE	\$10,000
AWNINGS	\$8,000
RAILROAD CAR AND MAGGIE ATWELL HOUSE RELOCATION	\$200,000
HC RAMP & DECK	\$35,000
RELOCATE FIRE HYDRANT	\$10,000
PRIVATE PROVIDER	\$2,500
DUMPSTERS/TRASH HAULING	\$9,000
PERMIT/HARC FEE ALLOWANCE	\$15,000
GENERAL CONDITIONS – supervision, project management, weekly site cleaning, liability insurance, permit processing, NOC, protection, safety and final cleaning.	\$69,115
SUBTOTAL	\$961,225
OVERHEAD	\$48,061
PROFIT	\$100,929
TOTAL BUDGET	\$1,110,215

NOTES:

- If any portion of roof sheathing needs to be replaced; it will be an additional \$5.50 per SF.

March 5, 2026

Chris Belland
Historic Tours of America, Inc.
201 Front Street, Suite 310
Key West, FL 33040

Dear Chris,

This letter serves as a formal commitment from Neyra Construction to provide general construction services for the Historic Ship's Chandlery project, should a lease be awarded to Historic Tours of America.

We understand the importance of this project and are fully prepared to dedicate the necessary resources to ensure a successful completion. We are confident in our ability to meet the project requirements outlined in your statement of the physical project concept.

We commit to being available to start work within 5 days of receiving an executed contract and permit from the City of Key West.

We are excited about the opportunity to work with you on this project.

Sincerely,

A handwritten signature in cursive script that reads "Patricia Neyra". The signature is written in black ink and is positioned above the typed name and title.

Patricia Neyra, President
NEYRA Construction, LLC

CONTRACTOR'S QUALIFICATION STATEMENT

Management and Business Profile

Submitted by: NEYRA Construction, LLC
201 Front Street, Suite 112
Key West, FL 33040
954-684-8805

NEYRACONSTRUCTION.COM

Type of Work: Commercial and Residential

ORGANIZATION:

State of Incorporation:	State of Florida
Date of Incorporation:	November 2017
Owner's Name:	Patricia Ali Neyra

LICENSING: Certified General Contractor license CGC 058194

NEYRA Construction is a licensed Certified General Contractor able to do business throughout the State of Florida. Patricia Ali Neyra has been licensed since 1996.

EXPERIENCE:

Listed below are categories of work done by our own forces:

- Estimating
- Permit processing
- Project management and supervision
- Layout and scheduling
- Office administration

Key Personnel:

- Patricia Ali Neyra, Owner, Certified General Contractor
- Daniel Gilbert, Project Manager
- Stacy Aguilar, Book Keeper

General Background and Experience:

Patricia Ali Neyra stated her professional career as Vice President of the Hollywood Economic Growth Corporation. Her role was to develop and expand businesses and redevelop underutilized properties in the office, industrial, warehouse and retail sectors. She later founded and served as Vice President of Eastern Development for 15 years in Fort Lauderdale where she primarily focused on the construction of national retail chains and other commercial projects. Ms. Neyra moved back home to Key West and founded Check Construction and later bought out her partner and renamed the company NEYRA Construction. Ms. Neyra oversees the financial and administration of the company; as well as the estimating of all projects. She organized and directs all field activities to maximize manpower and equipment resources. Patty’s attention to details and client needs, her ability to avert or solve problems and her dedication to client satisfaction have won her much praise from customers and subcontractors.

List of associated job experience:

CAFES/RESTAURANTS:

Coffee Beanery – Beachplace	Atlanta Bread Company – Oakland Park
Coffee Beanery – Las Olas Boulevard	Atlanta Bread Company – Pembroke Pines
Coffee Beanery – Pembroke Pines	Atlanta Bread Company – Deerfield Beach
Barnie’s Coffee & Tea Company – Hollywood	Atlanta Bread Company – MetroWest
DuBarry Chinese Restaurant – Plantation	Atlanta Bread CO. Pizza/Pasta – Lake Mary
Pretzel Twister – Miami (Dadeland Mall)	Atlanta Bread Co. Pizza/Pasta – Palm Beach Gardens
Quizno’s Gourmet Sandwiches – Coral Springs	Java Boys Café – Wilton Manors
Waffeworks Restaurant – Hollywood	Christina’s Bar & Restaurant – Delray Beach
Chatroom Café – Hollywood	Christina’s restaurant expansion
Chicken Kitchen – Coral Springs	Camille’s Sidewalk Café – Fort Lauderdale
Chicken Kitchen – Oakland Park	Dream Dinners – Sunrise
Chicken Kitchen – Hollywood	Coco’s Asian Bar & Restaurant – Ft Lauderdale
Chicken Kitchen – Boca Raton	Humpy’s Pizzeria – Wilton Manors
Chicken Kitchen – Plantation	California Tortilla Restaurant – W. Palm Beach
Chicken Kitchen – Davie	Key West Cooking School – Key West
Chicken Kitchen – Miami Lakes	

ICE CREAM SHOPS:

Haagen Daz – Key West	I Can’t Believe It’s Yogurt – Coral Springs
Ben & Jerry’s – Key West	

RETAIL:

Everything Wireless – Fort Lauderdale	Leather & Comfort Furniture -Pembroke Pines
Superga – Aventura (Aventura Mall)	Leather & Comfort Furniture – Boca Raton
All About Maternity – Pembroke Pines	The Little World – Pembroke Pines
Hoover Vacuum Company Store – Pembroke Pines	

OFFICE:

Amel's, Nigel & Burgess Yachting Center – Fort Lauderdale Community Blood Center of SF Offices (10,000 SF) – Boynton Beach	Key West Accounting – Key West
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MEDICAL:

Hamilton Medical Offices – Fort Lauderdale Weston Eye Center Optometrist Office-Weston Weston Eye Center Optometrist Office – Weston (2 nd location) Pearle Vision Retail & Optometrist Office/Lab – Boca Raton	Pearle Vision Optometrist Office – Weston Kohl Chiropractic Center – Pembroke Pines Optiworx Retail & Optometrist Office – Coral Springs
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SALONS:

Paradise Hair Salon & Spa – Pembroke Pines Passion for Style Hair Salon – Pembroke Pines	Shear Excitement Hair Salon – Pompano Beach
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MULTI FAMILY:

Stanley Apartments – Deerfield

RESIDENTIAL:

Everglades House condo renovation– Ft Lauderdale Lockwood Estate renovation – Ft Lauderdale Forbes residence addition, pool & renovation – Delray Beach Ortlieb residence addition, pool & renovation – Delray Beach Grozier residence addition & renovation – Delray Beach Judge Greenhawt residence addition, pool & renovation – Fort Lauderdale	Brenner renovation – Key West Casa Avila residence restoration and renovation – Key West Stricken renovation – Key West Driftwood Drive ground up residence & pool – Key Haven Garcia ground up residence & pool – Big Coppitt
--	--

BRICK RESTORATION:

- Mel Fisher Museum – Key West
- Pilar Rum Building – Key West
- Shoppes of Mallory – Key West

REFERENCES:

CLIENTS:

Ileana Garcia
11 Diamond Drive, Big Coppitt, FL
(908) 415-0228

Kelly Marshall, General Manager, Key West Cooking School
291 Front Street, Key West, FL
(415) 412-7487

Lonnie and Sharon Gietter, Haagen Dazs Shop
625 Duval Street, Key West, FL
(908) 420-8166

TRADE REFERENCES:

Sub Zero, Inc. – Todd Oropeza
805 Peacock Plaza, Key West, FL
(305) 294-9243

Bella Construction of Key West, Inc. – Eddie Braswell
35 Diamond Drive, Big Coppitt, FL
(305) 292-9888

Eleven C Corporation – Barry Shapiro
5570 3rd Avenue, Suite C106, Stock Island, FL
(561) 856-0043

BANK REFERENCE:

Bank of America
3200 Flagler Avenue, Key West, FL 33040
305-294-9593

SURETY:

Island Insurance Company
3229 Flagler Avenue, Unit 112. Key West, FL 33040
305-294-6666

ASSOCIATIONS:

Key West Chamber of Commerce Member (past Board member- Secretary & Vice President)
Key West Women’s Club (present Board Member – Member at Large)

Key West Business Guild Member
Tourist Development Council – DAC1 Board Member

AWARDS:

Key West Chamber of Commerce 2021 William Billy Appelrouth Award Recipient
Key West Women’s Club 2023 Woman of the Year Award Recipient
Key West Chamber of Commerce 2024 Business for Beauty Award – William Curry Warehouse
Key West Women’s Club 2025 Women Get Things Done Award Recipient
The Historic Florida Keys Foundation 2025 Award of Excellence – William Curry Warehouse
The Historic Florida Keys Foundation 2026 Award of Excellence – Building One

For more information, project pictures and references please go to:
NEYRACONSTRUCTION.COM



ARTIBUS DESIGN

ENGINEERING AND PLANNING

March 09, 2026

Patricia Neyra
E: patty@neyraconstruction.com

Subject: **Work Order for**

Architectural, structural site and MEP design services for the preparation of building permit application drawings for remodeling of existing spaces into new use as historical and cultural enrichment spaces.

Ships Chandlery. An existing retail space +/- 2976 sq.ft. gross floor area. One story slab on grade.

Project Location:
402 Wall St,
Key West, FL 33040

Dear Ms. Neyra

Artibus Design LLC is pleased to present this engineering service proposal for the scope described below.

Scope of work:

Item A: Architectural Engineering Services

1. Measure existing structures interior and exterior after demolition of non-historical finishes.
2. Prepare accurate as-built drawings for interior and exterior as needed for permitting and construction.
3. Prepare preliminary floor plans based on the clients input and proposed display elements and features.
4. Incorporate any changes (up to 3 rounds of revisions). And prepare architectural building permit drawings including life safety plans.
(Please note that fire suppression system design shall be provided by others and is not included in this estimate).

Item B: Site Engineering Services.

1. Not Applicable.

Item C: Structural Engineering Services

1. Prepare structural engineering details for misc. structural improvements to property. To include following elements:
2. Misc wall repairs to existing limestone walls for Chandlery building
3. Potential structural improvements to the existing roof framing in case damage is discovered during demolition of ceiling finishes.

Item D: Mechanical, Electrical and Plumbing (MEP) Engineering Services

1. Prepare new mechanical (HVAC) plans for air conditioning and ventilation for new use in Ships Chandlery Building as needed for permitting and construction.
2. Prepare new electrical engineering plans for Ships Chandlery Building based on final architectural design.
3. Prepare new plumbing engineering plans for potential bathrooms to be located inside Ships Chandlery Buildings (or existing to remain).

PAGE 1 OF 4

3710 N. ROOSEVELT BLVD,
KEY WEST, FL 33040

(305) 304-3512
INFO@ARTIBUSDESIGN.COM
WWW.ARTIBUSDESIGN.COM

SHIPS CHANDLERY, 402 WALL ST, KEY WEST, FL 33040



ARTIBUS DESIGN

ENGINEERING AND PLANNING

Cost of Work:

Item A: Architectural Engineering Services

Estimated Cost of Work this item (Lump Sum): **\$22,700.00**
Time frame to be determined.

Item B: Site Engineering Services

Estimated Cost of Work this item (Lump Sum): **\$N/A**
Time frame to be determined.

Item C: Structural Engineering Services

Estimated Cost of Work this item (Lump Sum): **\$8,320.00**
Time frame to be determined.

Item D: MEP Engineering Services

Estimated Cost of Work this item (Lump Sum): **\$7,200.00**
Time frame to be determined.

Total Estimated Cost of Work item A through D \$38,220.00

Owner Provided Information: Recent topographic survey in CAD(.dwg) format, boundary, site features, topo elevations. Elevation Certificate.

Retainer: \$12,000.00. The retainer is not refundable if the work on the project started (Site visit performed, preliminary drawings created, etc.) The work will start within 7 days from the availability of executed proposal and retainer. Partial payments are due upon the completion of individual tasks and on a monthly basis as a percentage of completion of individual tasks.

Deliverables: All drafts and preliminary plans or drawings will be delivered to the client in the electronic format via e-mail or other types of electronic sharing.

We will provide one (1) sets of final digitally certified set of construction documents to the Client for permitting and construction purposes.

Any additional copies of drawings shall be billed on the rates provided in the schedule of reimbursable expenses.

This proposal does not include any pool designs, environmental studies, benthic or bathymetric surveys, permitting fees, landscaping plans, mitigation documents and fees, hydrographic surveys or studies, local agencies building permitting, nor any other services not specifically described in the proposal but could be requested by the permitting agencies.

Sincerely,
Artibus Design LLC
Serge Mashtakov, P.E.
President



ARTIBUS DESIGN

ENGINEERING AND PLANNING

Schedule of Hourly Rates

Title or work description	Hourly Rate
Principal	\$190.00
Licensed Professional Engineer (P.E.)	\$150.00
Project Manager	\$130.00
Certified Engineer Intern (E.I.)	\$110.00
Structural Inspector (non P.E.)	\$110.00
Engineering Designer	\$90.00
Inspector (non P.E.)	\$90.00
Engineering Technician	\$85.00
Drafting Technician	\$85.00
Clerical	\$65.00
Expert Witness (Legal)	\$350.00

Schedule of Reimbursable Expenses

Item description	Rate
Large Format Prints (Arch-D, 24"x36") Color	\$35.00/Each
Large Format Prints (Arch-D, 24"x36") Black&White	\$15.00/Each
Prints (Tabloid, 11"x17") Color	\$5.00/Each
Prints (Tabloid, 11"x17") Black&White	\$0.75/Each
Prints (8.5"x11") Color	\$0.50/Each
Prints (8.5"x11") Black&White	\$0.25/Each
Binding Large Format	\$50.00/Each
Binding Tabloid and Letter Format	\$20.00/Each
Mailing and Shipping Expenses	Cost + 20%
Travel Expenses (outside Monroe County)	Cost + 20%
Misc. (Discs, Flash Drives, etc.)	Cost + 20%

Coordination of Other Consultants

Coordination of Sub-Consultants (Surveyor, Geotechnical Explorations, Testing Laboratories, Etc.) Unless Specifically Included into the Fee Shall be Reimbursed - Direct Cost + 18%.

Unless Otherwise Described the Proposal doesn't Include Permitting Fees, Construction Administration and Supervision, Surveys, Geotechnical Explorations, Penalties or Fees by Agencies, Environmental Studies, Traffic Studies, FAA Studies, and Any Other Direct or Indirect Costs associated with Design and Construction.

Any Additional Work shall be Authorized by the Client or His Representatives and shall be in accordance with the Rates Indicated Above.

PAGE 3 OF 4

3710 N. ROOSEVELT BLVD,
KEY WEST, FL 33040

(305) 304-3512
INFO@ARTIBUSDESIGN.COM
WWW.ARTIBUSDESIGN.COM

SHIPS CHANDLERY, 402 WALL ST, KEY WEST, FL 33040



ARTIBUS DESIGN

ENGINEERING AND PLANNING

This Contract Shall be Governed and Executed in Accordance with the Laws of State of Florida.

Invoicing and Payments: Work Progress Invoices Shall be Submitted to Client on Monthly or Biweekly Basis. All Invoices are Due on the Date Indicated on the Invoice or Upon Receipt. All Invoices are Considered Past Due Twenty-One (21) Days from the Date Indicated or Receipt.

Past Due Invoices are Subjected to the Interest Charge of One and Half Percent (1.5%) per Month or Eighteen Percent (18%) per Annum Rate.

The Contract Shall Comply with F.S. 558.0035 "Design Professionals; Contractual Limitation on Liability."

pursuant to F.S. 558.0035, an individual employee or agent may not be held individually liable for negligence.

The Total Professional Liability under this Contract shall be Limited to the Amount of \$100,000.00 (one hundred thousand dollars) if such Maintained for this Contract or to the Amount of Contract Fees.

Consultant Reserves the Right to Display a Sign at the Project Site for the Duration of the Construction. Client Shall Notify Consultant Upon the Project Completion and Consultant Shall Remove the Sign Within 7 Days.

Consultant Reserves the Right to Terminate the Contract or Suspend all Work under this Contract in the Case of Client's Failure to Pay Due Invoices.

This proposal is valid for 30 days from the date above. After 30 days terms and conditions of the proposal are subject to change.

Client

Printed Name: _____

Company: _____

Address: _____

Telephone: _____

E-mail: _____

Client

Signature: _____ Date: _____



Historic Ship's Chandlery

402 Wall Street
Key West, FL 33040

Submitted to:
NEYRA Construction
BLDG 21, Truman Annex
201 Front St, Suite 112
Key West, FL 33040

Patricia Neyra, patty@neyraconstruction.com
March 6, 2026

Submitted by:



Preference Consulting Inc.
1422 Northwest 82nd Ave
Doral, FL 33126
(786) 683-2980
www.preferenceconsulting.com

Contact person for proposal:

Kathleen Murphy
(305) 613-3245
kathleen@preferenceconsulting.com

Transmittal Letter

Submitted to:
NEYRA Construction
BLDG 21, Truman Annex
201 Front St, Suite 112
Key West, FL 33040

March 6, 2026

Dear Ms. Neyra,

RealitySync by Preference Consulting Inc. is pleased to present this proposal for our survey-level 3D spatial mapping services. We specialize in capturing highly accurate digital replicas of existing conditions, providing critical data to support renovation, architectural assessment, site planning, and property management.

This proposal covers 3D scanning of the interior and exterior of the Historic Ship's Chandlery located at 402 Wall Street, Key West, FL 33040 (approx. 4,400 sq. ft.). We will provide a hosted 3D navigable digital twin that allows users to explore the property virtually.

Deliverables

- **Hosted Textured Digital Twin** providing an interactive, visual 1:1 representation of existing conditions, allowing immersive navigation through the space
- **Requested AutoCAD files with measurements** (floor plans, elevations, and sections)

If you have any questions or require further information, please feel free to contact us. We appreciate the opportunity to support your project and look forward to working together.



Gilberto Sanchez
President
(786) 683-2980
gsanchez@preferenceconsulting.com

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Overview

Our scanning process is designed to carefully document any space while maximizing efficiency and minimizing disruption. The resulting digital model serves as a long-term visual and technical reference to support property development, marketing, and ongoing maintenance.

1. **Scheduling** – We coordinate with your team to ensure scanning occurs during optimal hours with minimal interruption.
2. **Site Preparation** – Before scanning begins, our team will work with you to assess the site and prioritize high-detail scanning in critical areas.
3. **On-Site Scanning** – Our trained scanning specialists arrive on-site with equipment to perform a comprehensive 3D scan, recording both large-scale spatial relationships and small-scale material conditions.
4. **Data Processing & Rendering** – Following the scan, our team processes the raw spatial data using advanced software to generate a high-resolution digital twin that is a 1:1 replica of your space.
5. **Deliverables** – Once the rendering is complete, we compile and deliver all agreed-upon assets, including fully interactive 3D models.

Company Information

Preference Consulting Inc. (“Preference Consulting”) is a minority-owned South Florida corporation with over 15 years of experience providing nonprofits, private organizations, and government entities with network and computer hardware, cloud computing, cloud-based storage, network implementation, network management, data management, data security, data collection, and technology consulting services.

Preference Consulting Capabilities

Preference Consulting specializes in advanced 3D spatial reconstruction and reality capture solutions, utilizing cutting-edge scanning technology for precise documentation, analysis, and visualization of complex environments in a virtual reality. Our interactive spatial models create fully navigable, data-rich representations of each site, preserving existing conditions to support renovation planning and architectural analysis.

Professional Services

Preference Consulting offers a range of professional services tailored to meet the needs of our clients. Our team provides expert consultation and execution assistance for advanced 3D spatial reconstruction and digital documentation. We specialize in conducting site assessments and developing custom scanning strategies to inform ongoing study, maintenance, and modernization work.

Qualifications, Support, and Warranties

Preference Consulting is equipped to support complex projects. Our team consists of trained professionals with expertise in 3D scanning and spatial data processing. We are committed to providing ongoing technical support, ensuring seamless integration of our solutions into client workflows. Our dedication to quality and accuracy allows us to deliver best-in-class service and reliable data solutions. Each scan has a labor warranty of twelve (12) months and secure data backup of requested documentation and scans for twelve (12) months at no extra charge.

Customer Satisfaction

At Preference Consulting, customer satisfaction is at the core of our business. We prioritize client needs by offering tailored solutions, responsive support, and high-quality deliverables. Our commitment to excellence ensures that clients receive precise and actionable data that drives project success. We continuously seek feedback and refine our services to meet the evolving demands of our clients.

Program Support Team

Our dedicated program support team ensures that each project is executed accurately and in a timely manner. Our team includes project managers, architects, professional law enforcement, IT professionals, software developers, and scanning specialists who collaborate closely with clients to understand project requirements and deliver optimal solutions. With a focus on clear communication, proactive problem-solving, and technical expertise, our program support team is committed to achieving project success.

Data Security and Protection

We prioritize the security and confidentiality of all data collected. Our scanning and data processing workflows follow industry-standard encryption and secure storage protocols to ensure that all files remain protected against unauthorized access. Client data, including point clouds, digital twins, and PDF documentation, are stored in secure, access-controlled environments. Data access is limited to authorized personnel, with all activity logged and recorded. Additionally, we implement regular backups and encrypted data transfers to maintain data integrity throughout the project lifecycle.

BILL TO:
NEYRA Construction
BLDG 21, Truman Annex
201 Front St, Suite 112
Key West, FL 33040

Quote: 032
March 6, 2026

Service	Description	Price
3D Scan of the Historic Ship's Chandlery at 402 Wall Street (approx. 4,400 sq. ft.)	Hosted Textured Digital Twin Requested AutoCAD files with measurements	\$3,300
Terms and Conditions 75% due up front, 25% due upon delivery		Total \$3,300

Quote prepared by: Kathleen Murphy, kathleen@preferenceconsulting.com

- This quote and all information provided herein by Preference Consulting are considered confidential and proprietary and are intended solely for the recipient's internal use to evaluate this proposal.
- This quote is based on current pricing and availability and is subject to change. Pricing does not include applicable taxes, shipping, handling, or any additional fees, which may apply and will be invoiced accordingly.
- All files and data will be co-owned by Preference Consulting and the client.
- The scan is not an inspection or certification. Preference Consulting is not responsible for any issues, damages, or code violations discovered later, even if visible in the scan data.
- Acceptance of this quote indicates full agreement with the terms set forth by Preference Consulting, including any standard terms and conditions that may apply.

Authorized signature: _____

Acceptance date: _____



Gilberto Sanchez
President

Tab 7. Financial Plan RFP 26-002 Re-Bid Historic Building Rehabilitation Lease and Adaptive Use 402 Wall Street AKA Historic Ship's Chandlery

The sources of capital for the entire project will be from owner contributed capital and will be paid for as needed to achieve the elements of this proposal.

In this regard, as far as sources and uses are required, all sources are presently in hand and uses will be according to the construction budget and implementation budget herein contained. The total investment to be made is approximately \$1,192,255 but will depend on what is found during the full assessment phase of the plan. It is not possible at this stage to know what will be found when the interior building structure is assessed during this process.

Ongoing Maintenance & Management

402 Wall Street, AKA Historic Ship's Chandlery will be scheduled into the existing TS&G and parent company maintenance and management programs and will be budgeted at \$36,000 within the schedule.

Annual Rents & Lease Terms

The lease being offered by the city is for ten years and we are proposing that the lease structure become part of the existing lease with the City of Key West which is already in place for Tropical Shell & Gift and have both leases extended for the term offered by the city so they would run concurrently at 10% of gross sales. Using a comparison of the Shipwreck Treasure Museum, an estimated rent for the first year of revenue, at 10% of gross sales ("Rent") is \$126,000.00

	Year 1	Year 2
Revenues	\$ 1,260,000.00	\$1,292,000.00
Customer Count	78000	80000
Operating Expenses	\$ 1,075,000.00	\$1,105,000.00
Incremental Maintenance Cost		36000
Owner contributed capital (est)	\$ 1,192,255.00	
Net Income (Loss)	\$ (1,007,255.00)	\$ 151,000.00
10% of gross sales ("Rent")	\$ 126,000.00	\$ 129,200.00

At a conceptual level, what we would propose, given the unfortunate condition of the structure, is for a rent credit over the 10-year term for the investment in the structure of the building to be subtracted from the percentage rent of adding a lease for 402 Wall Street to the lease currently in place with Tropical Shell & Gift, the proposer, extending both to a 10-year term so they run concurrently.

The total budget for soft costs and hard costs during pre-construction through occupancy is attached hereto and is our current best estimate of \$1,192,255.00 plus the installation of educational displays and exhibits.

Competitive Projects Disclosure

At the present time, we have one project underway in Key West, rear exhibit expansion at the Key West Aquarium and one other project outside of Key West in Savannah, Georgia. Our intention is to also propose to the city for RFP 26-003 for the Historic Building Rehabilitation Lease and Adaptive Use Cable Hut(s) and RFP 26-001 Historic Building Rehabilitation Lease and Adaptive Use Hospitality House which will not be competitive but complementary to this project. Having them going on at the same time would be cost efficient.

SHIP CHANDLERY HOUSE
SOFT AND HARD COSTS PRELIMINARY BUDGET
 March 5, 2026

RFP SUBMITTAL CONCEPT DESIGN SERVICES	\$2,520
3D MODELING	\$3,300
CONSTRUCTION PLANS AND ENGINEERING	\$38,220
INTERIOR DESIGN	\$14,000
CONSTRUCTION/PERMIT FEES/PRIVATE PROVIDER	\$1,110,215
DISPLAYS (RELOCATE MOST DISPLAYS)	\$5,000
SUPPLIES	\$5,000
FURNITURE (RELOCATE FURNITURE)	\$2,000
SIGNAGE (RELOCATE SIGNAGE)	\$5,000
GRAND OPENING RECEPTION	\$3,500
MARKETING/UPDATE WEBSITE	\$3,500
TOTAL	\$1,192,255



HISTORIC TOURS OF AMERICA, INC.®

"The Nation's Storyteller"®
<http://www.historictours.com>

Christopher C. Belland, Chief Executive Officer

201 Front Street, Suite 224
Key West, Florida 33040
(305) 292-8920
Fax (305) 295-4999
Email: cbelland@historictours.com

March 10, 2026

To Whom It May Concern:

This letter serves as a formal commitment from Tropical Shell & Gift, Inc to provide funds held by its parent company, Historic Tours of America, Inc.'s investment account at City National Bank to Neyra Construction to provide general construction services for RFP 26-002 Re-Bid Historic Building Rehabilitation Lease and Adaptive Use 402 Wall Street project, should Tropical Shell & Gift, Inc. be awarded the RFP 26-002.

These funds are encumbered and readily available.

Sincerely,

Chris Belland
Chief Executive Officer

OLD TOWN TROLLEY TOURS®: Boston • Charleston • Key West • Nashville •
St. Augustine • San Diego • Savannah • Washington, DC • San Antonio
CONCH TOUR TRAIN • KEY WEST AQUARIUM • KEY WEST SHIPWRECK TREASURE MUSEUM • SAILS TO RAILS MUSEUM
YANKEE FREEDOM III • THE WHALEY HOUSE • MALLORY SQUARE FESTIVAL MARKETPLACE • HARRY S. TRUMAN LITTLE WHITE HOUSE
AMERICAN PROHIBITION MUSEUM • SAN DIEGO SEALS • SAN DIEGO OLD TOWN MARKET • BOSTON TEA PARTY SHIPS® & MUSEUM
MONUMENTS BY MOONLIGHT • GHOSTS & GRAVESTONES® • POTTER'S WAX MUSEUM • OLD JAIL • OLDEST STORE MUSEUM EXPERIENCE
ARLINGTON NATIONAL CEMETERY TOURS • KEY WEST COOKING SHOW • OLD SAVANNAH DISTILLERY • SAVANNAH PIRATE'S MUSEUM

PORTFOLIO

20390003208 - HISTORIC TOURS

MARCH 6, 2026

INVESTMENT SUMMARY

\$14,317,381¹²
Total Market Value

\$14,140,166⁶⁰
Total Cost

\$30,953⁴⁶
Year to Date Long Term Gain/Loss

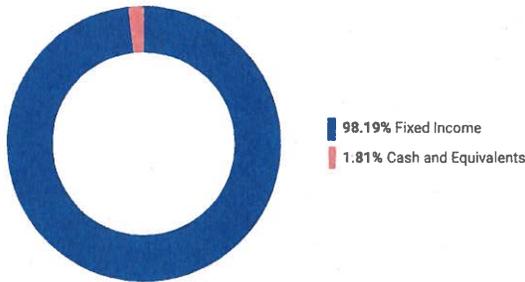
\$4,260⁷⁸
Year to Date Short Term Gain/Loss

Sole
Investment Authority

Cnb Fixed Income Advisory
Investment Objective

\$0⁰⁰
Year to Date RMD Payment

ASSET ALLOCATION



MARKET VALUE



ACCOUNT SUMMARY

Investment Segment	Market Value	% of Total	Cost
Fixed Income	\$14,058,852.69	98.19%	\$13,881,638.17
Cash and Equivalents	\$258,528.43	1.81%	\$258,528.43

Tab 8. Schedule of Accomplishments RFP 26-002 Re-Bid Historic Building Rehabilitation Lease and Adaptive Use 402 Wall Street AKA Historic Ship’s Chandlery

SCHEDULE OF ACCOMPLISHMENTS

Ship Chandlery
 402 Wall Street
 March 5, 2026

2/25/26	Attend mandatory walk-through
2/27/26	Submit questions for clarification
3/2/26	Clarifications response deadline
3/12/26	Responses deadline date
April, 2026	Selection Committee meeting
May, 2026	City Commission to make selection/Notification of Award
June, 2026	Execute contract “Agreement” (within 30 days of notification of award)
June, 2026	Have 3D scanning of interior & exterior of building done
June, 2026	Preparation of floor plan, elevations & sections
July-August, 2026	Prepare construction drawings (including MEP)
August, 2026	Prepare NOC and file with Clerk of Court
August, 2026	Submit plans, submittals & NOC to City for both HARC and plan review
September, 2026	Receive building permits
September 2026 – January 2027	Exterior and interior renovation work to be conducted
February 2027	Art team to install displays
February 2027	Receipt of final building inspections and CO
February 2027	Management to prepare for opening
February 2027	Management to begin Marketing Plan Execution
March 2027	Grand opening

Note: no public participation will be used by the developer to solicit input.

Tab 9. Special Conditions RFP 26-002 Re-Bid Historic Building Rehabilitation Lease and Adaptive Use 402 Wall Street AKA Historic Ship's Chandlery

The preliminary walkthrough that was held on Wednesday, February 25th indicated that 402 Wall Street, AKA Historic Ship's Chandlery is in fair condition having been untended for an extended period with no appropriate maintenance for quite some time. If awarded the property, will return the building to current code standards, enhance the use within a component of the Mallory Square Master Plan with a museum featuring the Age of Sail and Age of Rail, bring vitality to this corridor with landscaping, wayfinding, historical interpretation, and ultimately, magnifying the Mallory Square cultural experiences.

With this being said, it is our intention to make the investment to bring 402 Wall Street, the Historic Ship's Chandlery into full compliance with code and able to support the operational goals of our RFP. Furthermore, we will add construction elements that will enhance the overall appeal of the building and provide ongoing daily, weekly and monthly maintenance programs to keep the building in proper condition. In this vein, we would like to negotiate with the city two components of the construction phase of this development. First, there is the infrastructure cost of the exterior restoration, electric, HVAC and roofing. We would propose to present these costs to the city and receive our investment back over the period of the lease with a rent credit that would be the fully amortized amount of the infrastructure investment together with interest thereon at 6%. The interior buildout would be a cost of doing business and would be subject to the 10% of gross revenue amount paid to the city each month.

SECTION 4

AFFIDAVITS AND CERTIFICATIONS

THE FOLLOWING MATERIALS ARE CONSIDERED ESSENTIAL AND NON-WAIVABLE FOR ANY RESPONSE TO AN INVITATION TO BID.

BIDDERS SHALL SUBMIT THE SUBSEQUENT FORMS.

LIST OF ATTACHED FORMS:

- 1. Anti-Kickback Affidavit**
- 2. Public Entity Crimes Form**
- 3. City of Key West Indemnification Form**
- 4. Equal Benefits for Domestic Partners Affidavit**
- 5. Cone of Silence Affidavit**
- 6. Non-Collusion Affidavit**
- 7. Local Vendor Certification**
- 8. City of Key West E-Verify Affidavit**
- 9. Noncoercive Conduct Affidavit**
- 10. Scrutinized Companies Certification**

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA)

: SS

COUNTY OF MONROE)

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 City of Key West 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.

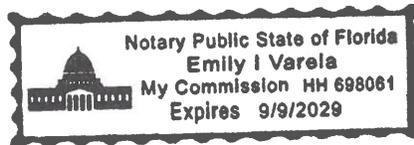


By: _____
Tropical Shell & Gifts, Inc. A Florida Corporation by Edwin O. Swift, III, President
201 Front Street, Ste. 224, Key West, Florida 33040

Sworn and subscribed before me this 11th day of March, 2026.



NOTARY PUBLIC
Notary Print Name: Emily Varela
My commission expires:
My commission number:



SWORN STATEMENT UNDER SECTION 287.133(3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted with Bid or Proposal for RFP No. 26-002- Re-Bid
Historic Building Rehabilitation Lease and Adaptive Use, 402 Wall Street, Key West,
Florida 33040.

2. This sworn statement is submitted by Tropical Shell & Gifts, Inc.
(name of entity submitting sworn statement)
whose business address is 201 Front Street, Ste 224, Key West, Florida 33040
and (if applicable) its Federal Employer Identification Number (FEIN) is 59-0966923

(If the entity has no FEIN, include the Social Security Number of the individual
signing this sworn statement _____)

3. My name is Edwin O. Swift, III
(please print name of individual signing)

and my relationship to the entity named above is President.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), 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 with the United States, including but not limited to, any bid or contract for goods or services to be provided to any public or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.

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

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means

1. A predecessor or successor of a person convicted of a public entity crime; or
2. 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 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.

7. I understand that a "person" as defined in Paragraph 287.133(1)(8), 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 public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please 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 management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

There has been a proceeding concerning the conviction before a hearing of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or

affiliate from the convicted vendor list. (Please attach a copy of the final order.)

____ The person or affiliate has not been put on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)



(signature) Tropical Shell & Gifts, Inc. A Florida Corporation by: Edwin O. Swift, III
President, 201 Front Street, Ste. 224, Key West, Florida 33040

(date) March 11, 2026

STATE OF FLORIDA)

:SS

COUNTY OF MONROE)

PERSONALLY APPEARED BEFORE ME, the undersigned authority, EDWIN O. SWIFT, III as
President of TROPICAL SHELL & GIFTS, INC. who, after first being sworn by me, affixed his
signature in the space provided above on this 11th day of March 2026.

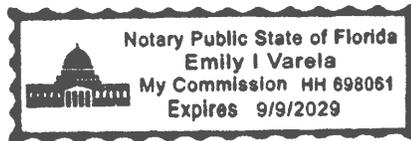


NOTARY PUBLIC

Notary Print Name: Emily Varela

My commission expires:

My commission number:



CITY OF KEY WEST INDEMNIFICATION FORM

To the fullest extent permitted by law, the Proposer expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents and employees *(herein called the "indemnitees") from liabilities, damages, losses and costs, including but not limited to, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Paragraph, to persons or property, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Proposer, its Subcontractors or persons employed or utilized by them in the performance of the Contract. Claims by indemnitees for indemnification shall be limited to the amount of Proposer's insurance or \$1 million per occurrence, whichever is greater. The parties acknowledge that the amount of the indemnity required hereunder bears a reasonable commercial relationship to the Contract and it is part of the project specifications or the bid documents, if any.

The indemnification obligations under the Contract shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Proposer under Workers' Compensation acts, disability benefits acts, or other employee benefits acts, and shall extend to and include any actions brought by or in the name of any employee of the Proposer or of any third party to whom Proposer may subcontract a part or all of the Work. This indemnification shall continue beyond the date of completion of the work.

Proposer: Tropical Shell & Gifts, Inc

Address: 201 Front Street, Ste 224, Key West, Florida 33040



Signature

Edwin O. Swift, III

Print Name

President

Title

DATE: March 11, 2026

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF FLORIDA)

: SS

COUNTY OF MONROE)

I, the undersigned hereby duly sworn, depose and say that the firm of Tropical Shell & Gifts, Inc. provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances Sec. 2-799.

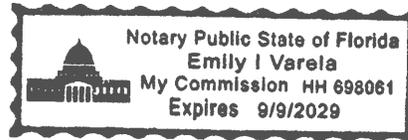
By: _____

Tropical Shell & Gifts, Inc. A Florida Corporation by Edwin O. Swift, III, President
201 Front Street, Ste. 224, Key West, Florida 33040

Sworn and subscribed before me this 11th day of March 2026.



NOTARY PUBLIC, State of Florida at Large
Notary Print Name: Emily Varela
My commission expires:
My commission number:



CONE OF SILENCE AFFIDAVIT

STATE OF FLORIDA)

: SS

COUNTY OF MONROE)

I, the undersigned hereby duly sworn, depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Tropical Shell & Gifts, Inc. have read and understand the limitations and procedures regarding communications concerning City of Key West Code of Ordinances Sec. 2-773 Cone of Silence.

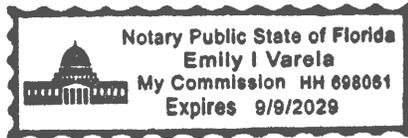


By: _____
Tropical Shell & Gifts, Inc. A Florida Corporation by Edwin O. Swift, III, President
201 Front Street, Ste. 224, Key West, Florida 33040

Sworn and subscribed before me this 11th day of March, 2026.



NOTARY PUBLIC
Notary Print Name: Emily Varela
My commission expires:
My commission number:



NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA)

: SS

COUNTY OF MONROE)

I, the undersigned hereby declares that the only persons or parties interested in this Proposal are those named herein, that this proposal is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner, and that the Proposal is made without any connection or collusion with any person submitting another Proposal on this Contract.



By: _____
Tropical Shell & Gifts, Inc. A Florida Corporation by Edwin O. Swift, III, President
201 Front Street, Ste. 224, Key West, Florida 33040

Sworn and subscribed before me this 11th day of March, 2026.

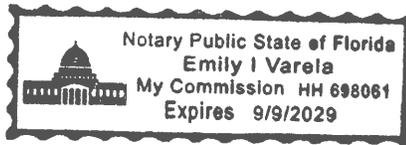


NOTARY PUBLIC

Notary Print Name: Emily Varela

My commission expires:

My commission number:



LOCAL VENDOR CERTIFICATION
PURSUANT TO CITY OF KEY WEST CODE OF ORDINANCES SECTION 2-798

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a. **Principle address as registered with the FL Department of State located within 30 miles of the boundaries of the city, listed with the chief licensing official as having a business tax receipt with its principle address within 30 miles of the boundaries of the city for at least one year immediately prior to the issuance of the solicitation.**
- b. **Maintains a workforce of at least 50 percent of its employees from the city or within 30 miles of its boundaries.**
- c. **Having paid all current license taxes and any other fees due the city at least 24 hours prior to the publication of the call for bids or request for proposals.**
 - Not a local vendor pursuant to Code of Ordinances Section 2-798
 - Qualifies as a local vendor pursuant to Code of Ordinances Section 2-798

If you qualify, please complete the following in support of the self-certification & submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name: Tropical Shell & Gifts, Inc.

Phone: (305) 294-4142

Current Local Address: 201 Front Street, Ste. 224, Key West, Florida 33040

Fax: n/a

(P.O Box numbers may not be used to establish status)

Length of time at this address: 28 years.



Signature of Authorized Representative
Tropical Shell & Gifts, Inc. A Florida Corporation
by Edwin O. Swift, III, President
201 Front Street, Ste. 224, Key West, Florida 33040

March 11, 2026

Date

STATE OF FLORIDA)

:SS

COUNTY OF MONROE)

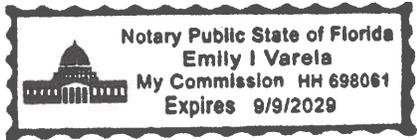
The foregoing instrument was acknowledged before me this 11th day of March, 2026.

By  _____, Tropical Shell & Gifts, Inc.
Edwin O. Swift, III – President Name of corporation acknowledging)

(X) who is personally known to me, () or has produced _____ as
identification (type of identification) _____



NOTARY PUBLIC
Notary Print Name: Emily Varela
My commission expires:
My commission number:



Return Completed form with
Supporting documents to:
City of Key West Purchasing

THE CITY OF KEY WEST E-VERIFY AFFIDAVIT

Beginning January 1, 2021, Florida law requires all contractors doing business with The City of Key West to register with and use the E-Verify System in order to verify the work authorization status of all newly hired employees. The City of Key West requires all vendors who are awarded contracts with the City to verify employee eligibility using the E-Verify System. As before, vendors are also required to maintain all I-9 Forms of their employees for the duration of the contract term. To enroll in the E-Verify System, vendors should visit the E-Verify Website located at www.e-verify.gov.

In accordance with Florida Statute § 448.095, **it is the responsibility of the Awarded Vendor to ensure compliance with all applicable E-Verify requirements.**

By executing this affidavit, the undersigned contractor verifies it compliance with Florida Statute § 448.095, stating affirmatively that the individual, firm, or corporation which is engaged in the performance of services on behalf of the City of Key West, has registered with, is authorized to use, and uses the U.S. Department of Homeland Security's E-Verify system.

Furthermore, the undersigned contractor agrees that it will continue to use E-Verify throughout the contract period, and should it employ or contract with any subcontractor(s) in connection with the performance of services pursuant to this Agreement with The City of Key West, contractor will secure from such subcontractor(s) similar verification of compliance with Florida Statute § 448.095, by requiring the subcontractor(s) to provide an affidavit attesting that the subcontractor does not employ, or subcontract with, an unauthorized alien. Contractor further agrees to maintain records of such compliance during the duration of the Agreement and provide a copy of each such verification to The City of Key West within five (5) business days of receipt.

Failure to comply with this provision is a material breach of the Agreement and shall result in immediate termination of the Agreement without penalty to the City of Key West. Contractor shall be liable for all costs incurred by the City of Key West to secure replacement Agreement, including but not limited to, any increased costs for the same services, and costs due to delay, and rebidding costs, if applicable.



AFFIDAVIT ATTESTING TO NONCOERCIVE CONDUCT
FOR LABOR OR SERVICES

Entity/Vendor Name: Tropical Shell & Gifts, Inc.

Vendor FEIN: 59-0966923

Vendor's Authorized Representative: Edwin O. Swift III - President
(Name and Title)

Address: 201 Front Street, Ste 224

City: Key West State: Florida Zip: 33040

Phone Number: (305) 294- 4142

Email Address: eswift@historictours.com

As a nongovernmental entity executing, renewing, or extending a contract with a government entity, Vendor is required to provide an affidavit under penalty of perjury attesting that Vendor does not use coercion for labor or services in accordance with Section 787.06, Florida Statutes.

As defined in Section 787.06(2)(a), coercion means:

1. Using or threatening to use physical force against any person;
2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or service are not respectively limited and defined;
4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
5. Causing or threatening to cause financial harm to any person;
6. Enticing or luring any person by fraud or deceit; or
7. Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03 to any person for the purpose of exploitation of that person.

As a person authorized to sign on behalf of Vendor, I certify under penalties of perjury that Vendor does not use coercion for labor or services in accordance with Section 787.06. Additionally, Vendor has reviewed Section 787.06, Florida Statutes, and agrees to abide by same.

Certified By: Edwin O. Swift, III - President, who is authorized to sign on behalf of the above referenced company.



Authorized Signature: _____

Print Name: Edwin O. Swift, III Title: President

Tropical Shell & Gifts, Inc. A Florida Corporation by Edwin O. Swift, III, President
201 Front Street, Ste. 224, Key West, Florida 33040

VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LISTS

Respondent Vendor Name: Tropical Shell & Gifts, Inc.

Vendor FEIN: 59-0966923

Vendor's Authorized Representative Name and Title: Edwin O. Swift, III as President

Address: 201 Front Street, Ste 224, Key West, Florida 33040

Phone Number: (305) 294-4142

Email Address: eswift@historictours.com

Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject such company to civil penalties, attorney's fees, and/or costs and termination of the contract at the option of the awarding governmental entity.

Certified By: Edwin O. Swift, III as President of Tropical Shell & Gifts, Inc. who is authorized to sign on behalf of the above referenced company.

Authorized Signature:  _____.

Tropical Shell & Gifts, Inc. A Florida Corporation by Edwin O. Swift, III, President
201 Front Street, Ste. 224, Key West, Florida 33040

END OF SECTION 4

EXHIBIT "A"

MINIMUM INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

1.0 GENERAL INSURANCE REQUIREMENTS:

- 1.01 During the Term of the Agreement, the Contractor shall provide, pay for, and maintain with insurance companies satisfactory to the City of Key West, Florida ("City"), the types of insurance described herein.
- 1.02 All insurance shall be from responsible insurance companies eligible to do business in the State of Florida. The required policies of insurance shall be performable in Monroe County, Florida, and shall be construed in accordance with the laws of the State of Florida.
- 1.03 The City shall be specifically included as an additional insured on the Contractor's Liability policies with the exception of the Contractor's Professional Liability policies (if required) and shall also provide the "Severability of Interest" provision (a/k/a "Separation of Insured's" provision). The City's additional insured status should be extended to all Completed Operations coverages.
- 1.04 The Contractor shall deliver to the City, prior to commencing work/activities under the Agreement, properly executed "Certificate(s) of Insurance" setting forth the insurance coverage and limits required herein. The Certificates must be signed by the authorized representative of the insurance company(s) shown on the Certificate of Insurance. In addition, certified, true, and exact copies of the insurance policies required herein shall be provided to the City, on a timely basis, if requested by the City.
- 1.05 If the Contractor fails to provide or maintain the insurance coverages required in this Agreement at any time during the Term of the Agreement and if the Contractor refuses or otherwise neglects to deliver the required Certificate(s) of Insurance signed by the authorized representative of the insurance company(s) to the City, the City may, at the City's sole discretion, terminate or suspend this Agreement and seize the amount of Contractor's performance bond, letter of credit, or other

security acceptable to the City).

- 1.06 The Contractor shall take immediate steps to make up any impairment to any Aggregate Policy Limit upon notification of the impairment. If at any time the City requests a written statement from the insurance company(s) as to any impairment to the Aggregate Limit, the Contractor shall promptly authorize and have delivered such statement to the City.
- 1.07 The Contractor authorizes the City and/or its insurance consultant to confirm all information furnished to the City, as to its compliance with its Bonds and Insurance Requirements, with the Contractor's insurance agents, brokers, surety, and insurance carriers.
- 1.08 All insurance coverage of the Contractor shall be primary to any insurance or self-insurance program carried by the City. The City's insurance or self-insurance programs or coverage shall not be contributory with any insurance required of the Contractor in this Agreement.
- 1.09 The acceptance of delivery to the City of any Certificate of Insurance evidencing the insurance coverage and limits required in the Agreement does not constitute approval or agreement by the City that the insurance requirements in the Agreement have been met or that the insurance policies shown in the Certificates of Insurance are in compliance with the Agreement requirements.
- 1.10 No work/activity under this Agreement shall commence or continue unless and until the required Certificate(s) of Insurance are in effect and the written Notice to Proceed is issued by the City.
- 1.11 The insurance coverage and limits required of the Contractor under this Agreement are designed to meet the minimum requirements of the City. They are not designed as a recommended insurance program for the Contractor. The Contractor alone shall be responsible for the sufficiency of its own insurance program. Should the Contractor have any question concerning its exposures to loss under this Agreement or the possible insurance coverage needed therefore, it should seek professional assistance.

- 1.12 During the Term of this Agreement, the City and its agents and contractors may continue to engage in necessary business activities during the operations of the Contractor. No personal property owned by City used in connection with these business activities shall be considered by the Contractor's insurance company as being in the care, custody, or control of the Contractor.
- 1.13 Should any of the required insurances specified in this Agreement provide for a deductible, self-insured retention, self-insured amount, or any scheme other than a fully insured program, the Contractor shall be responsible for all deductibles and self-insured retentions.
- 1.14 All of the required insurance coverages shall be issued as required by law and shall be endorsed, where necessary, to comply with the minimum requirements contained herein.
- 1.15 The Contractor shall provide the City thirty (30) days advance written notice of any cancellation, intent not to renew any policy and/or any change that will reduce the insurance coverage required in this Agreement, except for the application of the Aggregate Limits Provisions.
- 1.16 Renewal Certificate(s) of Insurance shall be provided to the City at least twenty (20) days prior to expiration of current coverage so that there shall be no termination of the Agreement due to lack of proof of the insurance coverage required of the Contractor.
- 1.17 If the Contractor utilizes contractors or sub-contractors to perform any operations or activities governed by this Agreement, the Contractor will ensure all contractors and sub-contractors to maintain the same types and amounts of insurance required of the Contractor. In addition, the Contractor will ensure that the contractor and sub-contractor insurances comply with all of the Insurance Requirements specified for the Contractor contained within this Agreement. The Contractor shall obtain Certificates of Insurance comparable to those required of the Contractor from all contractors and sub-contractors. Such Certificates of Insurances shall be presented to the City upon request. Contractor's obligation to ensure that all contractor's and sub-contractor's insurance as provided herein shall not exculpate Contractor from the direct primary responsibility

Contractor has to the City hereunder. The City will look directly to Contractor for any such liability hereunder and shall not be obligated to seek recovery from any contractor or subcontract or under such contractor's or sub-contractor's insurance coverages.

2.0 **SPECIFIC INSURANCE COVERAGES AND LIMITS:**

2.01 All requirements in this Insurance Section shall be complied with in full by the Contractor unless excused from compliance in writing by the City.

2.02 The amounts and types of insurance must conform to the following minimum requirements. Current Insurance Service Office (ISO) or National Council on Compensation Insurance (NCCI) policies, forms, and endorsements or broader shall be used where applicable. Notwithstanding the foregoing, the wording of all policies, forms, and endorsements must be acceptable to the City.

Workers' Compensation and Employers' Liability Insurance shall be maintained in force during the Term of this Agreement for all employees engaged in this work under this Agreement, in accordance with the laws of the State of Florida. The minimum acceptable limits shall be:

Workers' Compensation	Florida Statutory Requirements
Employer's Liability	\$1,000,000.00 Limit Each Accident
	\$1,000,000.00 Limit Disease Aggregate
	\$1,000,000.00 Limit Disease Each
Employee	

If the Contractor has less than four (4) employees and has elected not to purchase Workers' Compensation/Employers Liability coverage as permitted by *Florida Statutes*, the Contractor will be required to issue a formal letter (on the Contractor's letterhead) stating that it has less than four (4) employees and has elected not to purchase Workers' Compensation/Employers Liability coverage as permitted by *Florida Statutes*. This exception does **not** apply to firms engaged in construction activities.

Commercial General Liability Insurance shall be maintained by the Contractor on a Full Occurrence Form. Coverage shall include, but not be limited to, Premises and Operations, Personal Injury, Contractual for this Agreement, Independent Contractors, and Products & Completed Operations Coverage. The limits of such coverage shall not be less than:

Bodily Injury & Property Damage Liability	\$1,000,000.00 Combined Single Limit each Occurrence and Aggregate
--	---

Completed Operations Liability Coverage shall be maintained by the Contractor for a period of not less than four (4) years following expiration or termination of this Agreement.

The use of an Excess, Umbrella and/or Bumbershoot policy shall be acceptable if the level of protection provided by the Excess, Umbrella and/or Bumbershoot policy is equal to or more comprehensive than the Primary Commercial General Liability policy.

Business Automobile Liability Insurance shall be maintained by the Contractor as to ownership, maintenance, use, loading and unloading of all owned, non-owned, leased, or hired vehicles with limits of such coverage of not less than:

Bodily Injury	\$1,000,000.00 Limit Each Accident
Property Damage Liability	\$1,000,000.00 Limit Each Accident

or

Bodily Injury & Property Damage Liability	\$1,000,000.00 Combined Single Limit Each Accident
--	--

If the Contractor does not own any vehicles, this requirement can be satisfied by having the Contractor's Commercial General Liability policy endorsed with "Non-Owned and Hired Automobile" Liability coverage.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation
TROPICAL SHELL & GIFTS, INC.

Filing Information

Document Number	255799
FEI/EIN Number	59-0966923
Date Filed	02/08/1962
Effective Date	02/08/1962
State	FL
Status	ACTIVE
Last Event	NAME CHANGE AMENDMENT
Event Date Filed	10/05/2010
Event Effective Date	NONE

Principal Address

201 FRONT ST
STE 224
KEY WEST, FL 33040

Changed: 03/26/2002

Mailing Address

201 FRONT ST
SUITE 224
KEY WEST, FL 33040

Changed: 04/07/2019

Registered Agent Name & Address

SWIFT, EDWIN O., III
201 FRONT ST
STE 224
KEY WEST, FL 33040

Name Changed: 03/06/2013

Address Changed: 02/15/2011

Officer/Director Detail

Name & Address

Title SD

BELLAND, CHRISTOPHER C
201 FRONT STREET STE 224
KEY WEST, FL 33040

Title PD

SWIFT, EDWIN O., III
201 FRONT STREET STE 224
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2023	04/04/2023
2024	04/04/2024
2025	02/11/2025

Document Images

02/11/2025 -- ANNUAL REPORT	View image in PDF format
04/04/2024 -- ANNUAL REPORT	View image in PDF format
04/04/2023 -- ANNUAL REPORT	View image in PDF format
02/10/2022 -- ANNUAL REPORT	View image in PDF format
03/16/2021 -- ANNUAL REPORT	View image in PDF format
01/27/2020 -- ANNUAL REPORT	View image in PDF format
04/07/2019 -- ANNUAL REPORT	View image in PDF format
03/06/2018 -- ANNUAL REPORT	View image in PDF format
03/22/2017 -- ANNUAL REPORT	View image in PDF format
03/15/2016 -- ANNUAL REPORT	View image in PDF format
04/24/2015 -- ANNUAL REPORT	View image in PDF format
02/07/2014 -- ANNUAL REPORT	View image in PDF format
03/06/2013 -- ANNUAL REPORT	View image in PDF format
02/22/2012 -- ANNUAL REPORT	View image in PDF format
02/15/2011 -- ANNUAL REPORT	View image in PDF format
10/05/2010 -- Name Change	View image in PDF format
02/10/2010 -- ANNUAL REPORT	View image in PDF format
04/14/2009 -- ANNUAL REPORT	View image in PDF format
03/06/2008 -- ANNUAL REPORT	View image in PDF format
03/05/2007 -- ANNUAL REPORT	View image in PDF format
03/16/2006 -- ANNUAL REPORT	View image in PDF format
02/07/2005 -- ANNUAL REPORT	View image in PDF format
02/16/2004 -- ANNUAL REPORT	View image in PDF format
04/11/2003 -- ANNUAL REPORT	View image in PDF format
03/26/2002 -- ANNUAL REPORT	View image in PDF format
05/03/2001 -- ANNUAL REPORT	View image in PDF format

05/05/2000 -- ANNUAL REPORT	View image in PDF format
04/23/1999 -- ANNUAL REPORT	View image in PDF format
02/23/1998 -- ANNUAL REPORT	View image in PDF format
01/31/1997 -- ANNUAL REPORT	View image in PDF format
02/08/1996 -- ANNUAL REPORT	View image in PDF format
04/26/1995 -- ANNUAL REPORT	View image in PDF format



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Fictitious Name Search

[Filing History](#)

Fictitious Name Detail

Fictitious Name

KEY WEST AQUARIUM

Filing Information

Registration Number G92366006006
Status ACTIVE
Filed Date 12/31/1992
Expiration Date 12/31/2027
Current Owners 1
County MONROE
Total Pages 7
Events Filed 6
FEI/EIN Number NONE

Mailing Address

1 WHITEHEAD STREET
KEY WEST, FL 33040 US

Owner Information

TROPICAL SHELL & GIFTS INC
201 FRONT STREET STE 224
KEY WEST, FL 33040 US
FEI/EIN Number: 59-0966923
Document Number: 255799

Document Images

G92366006006 -- No image available

[09/22/2022 -- Fictitious Name Renewal Filing](#)

[12/08/2017 -- Fictitious Name Renewal Filing](#)

[06/06/2012 -- Fictitious Name Renewal Filing](#)

[12/26/2007 -- RENEWAL](#)

[03/29/2002 -- RENEWAL](#)

[08/07/1997 -- RENEWAL](#)

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Fictitious Name Search

[Filing History](#)



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[Filing History](#)

Fictitious Name Search

Fictitious Name Detail

Fictitious Name

SHELL WAREHOUSE

Filing Information

Registration Number G92366006011
Status ACTIVE
Filed Date 12/31/1992
Expiration Date 12/31/2027
Current Owners 1
County MONROE
Total Pages 7
Events Filed 6
FEI/EIN Number NONE

Mailing Address

#1 WHITEHEAD STREET
 KEY WEST, FL 33040 US

Owner Information

TROPICAL SHELL & GIFTS INC
 201 FRONT STREET STE 224
 KEY WEST, FL 33040 US
FEI/EIN Number: 59-0966923
Document Number: 255799

Document Images

G92366006011 -- No image available

- [09/22/2022 -- Fictitious Name Renewal Filing](#)
- [12/08/2017 -- Fictitious Name Renewal Filing](#)
- [06/07/2012 -- Fictitious Name Renewal Filing](#)
- [12/26/2007 -- RENEWAL](#)
- [03/29/2002 -- RENEWAL](#)
- [08/07/1997 -- RENEWAL](#)

[Previous on List](#) [Next on List](#) [Return to List](#)
[Filing History](#)

Fictitious Name Search

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt
Holder must meet all City zoning and use provisions.
P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name: Key West Aquarium
Location Address: 1 Whitehead St, Key West, FL 33040
License NBR/Class: 3683 BTR LICENSES AND PERMITS
Expiration Date: 09/30/2026

BTR - Theater Museum Or Other Entertainment Establishment

Comments:
Restrictions:

This document must be prominently displayed.

Key West Aquarium
201 FRONT ST #107 KEY WEST FL 33040

TROPICAL SHELL AND GIFTS INC
201 FRONT ST #107 KEY WEST FL 33040

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt
Holder must meet all City zoning and use provisions.
P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name: Shell Warehouse
Location Address: 1 Whitehead St, Key West, FL 33040
License NBR/Class: 3682 BTR LICENSES AND PERMITS
Expiration Date: 09/30/2026

BTR - Retail Establishment 501 To 2000 Sq Ft

Comments: GIFTS, CURIOS
Restrictions:

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Shell Warehouse
201 FRONT ST #107 KEY WEST FL 33040

TROPICAL SHELL AND GIFTS INC
201 FRONT ST #107 KEY WEST FL 33040

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt
Holder must meet all City zoning and use provisions.
P.O. Box 1409; Key West, Florida 33040 (305) 809-3955

Business Name: Key West Sponge Market
Location Address: 1 Whitehead St , Key West, FL 33040
License NBR/Class: 3685 BTR LICENSES AND PERMITS
Expiration Date: 09/30/2026

BTR - Retail Establishment 501 To 2000 Sq Ft

Comments: GIFTS, CURIOS
Restrictions:

This document must be prominently displayed.

Key West Sponge Market
201 FRONT ST #107 KEY WEST FL 33040

TROPICAL SHELL AND GIFTS INC
201 FRONT ST #107 KEY WEST FL 33040

**2025 / 2026
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2026**

Business Name: KEY WEST AQUARIUM TROPICAL SHELL & GIFTS INC
 Owner Name: SWIFT ED MGR
 Mailing Address: P O BOX 1237
 KEY WEST, FL 33041

RECEIPT# 45110-1477
 Business Location: 1 WHITEHEAD ST
 KEY WEST, FL 33040
 Business Phone:
 Business Type: PERMANENT EXHIBIT (PERMANENT EXHIBIT AQUARIUM)

0

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
225.00	0.00	225.00	0.00	0.00	0.00	225.00

Paid 122-24-00003008 09/16/2025 225.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

**Sam C. Steele, CFC, Tax Collector
PO Box 1129, Key West, FL 33041**

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY
PLANNING, ZONING AND
LICENSING
REQUIREMENTS.

MONROE COUNTY BUSINESS TAX RECEIPT

P.O. Box 1129, Key West, FL 33041-1129

EXPIRES SEPTEMBER 30, 2026

Business Name: KEY WEST AQUARIUM TROPICAL SHELL & GIFTS INC
 Owner Name: SWIFT ED MGR
 Mailing Address: P O BOX 1237
 KEY WEST, FL 33041

RECEIPT# 45110-1477
 Business Location: 1 WHITEHEAD ST
 KEY WEST, FL 33040
 Business Phone:
 Business Type: PERMANENT EXHIBIT (PERMANENT EXHIBIT AQUARIUM)

0

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
225.00	0.00	225.00	0.00	0.00	0.00	225.00

Paid 122-24-00003008 09/16/2025 225.00

**2025 / 2026
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2026**

Business Name: SHELL WAREHOUSE
 Owner Name: TROPICAL SHELL & GIFTS
 Mailing Address: SWIFT ED
 PO BOX 1237
 KEY WEST, FL 33041

RECEIPT# 48210-50366
 Business Location: 1 WHITEHEAD ST
 KEY WEST, FL 33040
 Business Phone:
 Business Type: RETAIL SALES (RETAIL SALES GIFTS)

Employees 7

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
60.00	0.00	60.00	0.00	0.00	0.00	60.00

Paid 122-24-00003008 09/16/2025 60.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Sam C. Steele, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

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LICENSING
REQUIREMENTS.

**MONROE COUNTY BUSINESS TAX RECEIPT
P.O. Box 1129, Key West, FL 33041-1129
EXPIRES SEPTEMBER 30, 2026**

Business Name: SHELL WAREHOUSE
 Owner Name: TROPICAL SHELL & GIFTS
 Mailing Address: SWIFT ED
 PO BOX 1237
 KEY WEST, FL 33041

RECEIPT# 48210-50366
 Business Location: 1 WHITEHEAD ST
 KEY WEST, FL 33040
 Business Phone:
 Business Type: RETAIL SALES (RETAIL SALES GIFTS)

Employees 7

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
60.00	0.00	60.00	0.00	0.00	0.00	60.00

Paid 122-24-00003008 09/16/2025 60.00

**2025 / 2026
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2026**

RECEIPT# 48210-56949

Business Name: SPONGE MARKET

Owner Name: TROPICAL SHELL & GIFTS INC
Mailing Address: P O BOX 1237
KEY WEST, FL 33041

Business Location: MALLORY MARKET #1 WH
KEY WEST, FL 33040

Business Phone:
Business Type: RETAIL SALES (RETAIL MISC.)

Employees 7

STATE LICENSE: DEPT OF AG 282347

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
60.00	0.00	60.00	0.00	0.00	0.00	60.00

Paid 122-24-00003008 09/16/2025 60.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Sam C. Steele, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

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PLANNING, ZONING AND
LICENSING
REQUIREMENTS.

MONROE COUNTY BUSINESS TAX RECEIPT
P.O. Box 1129, Key West, FL 33041-1129
EXPIRES SEPTEMBER 30, 2026

RECEIPT# 48210-56949

Business Name: SPONGE MARKET

Owner Name: TROPICAL SHELL & GIFTS INC
Mailing Address: P O BOX 1237
KEY WEST, FL 33041

Business Location: MALLORY MARKET #1 WH
KEY WEST, FL 33040

Business Phone:
Business Type: RETAIL SALES (RETAIL MISC.)

Employees 7

STATE LICENSE: DEPT OF AG 282347

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
60.00	0.00	60.00	0.00	0.00	0.00	60.00

Paid 122-24-00003008 09/16/2025 60.00



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation
CONCH TOUR TRAIN, INC.

Filing Information

Document Number	G39497
FEI/EIN Number	59-2289967
Date Filed	05/09/1983
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	10/05/2010
Event Effective Date	NONE

Principal Address

201 FRONT ST
SUITE 224
KEY WEST, FL 33040

Changed: 03/26/2002

Mailing Address

201 FRONT ST
SUITE 224
KEY WEST, FL 33040

Changed: 04/07/2019

Registered Agent Name & Address

SWIFT, EDWIN O., III
201 FRONT ST
SUITE 224
KEY WEST, FL 33040

Name Changed: 03/06/2013

Address Changed: 03/26/2002

Officer/Director Detail

Name & Address

Title PD

SWIFT, EDWIN O., III
201 FRONT STREET, SUITE 224
KEY WEST, FL 33040

Title SD

BELLAND, CHRISTOPHER C
201 FRONT ST, STE 224
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2024	04/04/2024
2025	02/10/2025
2026	02/25/2026

Document Images

02/25/2026 -- ANNUAL REPORT	View image in PDF format
02/10/2025 -- ANNUAL REPORT	View image in PDF format
04/04/2024 -- ANNUAL REPORT	View image in PDF format
03/21/2023 -- ANNUAL REPORT	View image in PDF format
02/10/2022 -- ANNUAL REPORT	View image in PDF format
03/16/2021 -- ANNUAL REPORT	View image in PDF format
01/24/2020 -- ANNUAL REPORT	View image in PDF format
04/07/2019 -- ANNUAL REPORT	View image in PDF format
03/06/2018 -- ANNUAL REPORT	View image in PDF format
03/08/2017 -- ANNUAL REPORT	View image in PDF format
03/14/2016 -- ANNUAL REPORT	View image in PDF format
04/24/2015 -- ANNUAL REPORT	View image in PDF format
02/06/2014 -- ANNUAL REPORT	View image in PDF format
03/06/2013 -- ANNUAL REPORT	View image in PDF format
02/22/2012 -- ANNUAL REPORT	View image in PDF format
02/15/2011 -- ANNUAL REPORT	View image in PDF format
10/05/2010 -- Amendment	View image in PDF format
02/10/2010 -- ANNUAL REPORT	View image in PDF format
04/13/2009 -- ANNUAL REPORT	View image in PDF format
02/22/2008 -- ANNUAL REPORT	View image in PDF format
02/26/2007 -- ANNUAL REPORT	View image in PDF format
01/19/2006 -- ANNUAL REPORT	View image in PDF format
02/07/2005 -- ANNUAL REPORT	View image in PDF format
03/04/2004 -- ANNUAL REPORT	View image in PDF format
03/03/2003 -- ANNUAL REPORT	View image in PDF format
03/26/2002 -- ANNUAL REPORT	View image in PDF format
05/03/2001 -- ANNUAL REPORT	View image in PDF format

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[04/23/1999 -- ANNUAL REPORT](#) [View image in PDF format](#)

[02/27/1998 -- ANNUAL REPORT](#) [View image in PDF format](#)

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[02/08/1996 -- ANNUAL REPORT](#) [View image in PDF format](#)

[04/26/1995 -- ANNUAL REPORT](#) [View image in PDF format](#)



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Fictitious Name Search

[Filing History](#)

Fictitious Name Detail

Fictitious Name

FLAGLER STATION

Filing Information

Registration Number G99362900070
Status ACTIVE
Filed Date 12/28/1999
Expiration Date 12/31/2029
Current Owners 1
County MONROE
Total Pages 5
Events Filed 5
FEI/EIN Number 59-2289967

Mailing Address

201 FRONT STREET
 SUITE 224
 KEY WEST, FL 33040

Owner Information

CONCH TOUR TRAIN, INC.
 201 FRONT STREET, SUITE 224
 KEY WEST, FL 33040
FEI/EIN Number: 59-2289967
Document Number: G39497

Document Images

[12/28/1999 -- REGISTRATION](#)

[08/14/2024 -- Fictitious Name Renewal Filing](#)

[08/21/2019 -- Fictitious Name Renewal Filing](#)

[06/30/2014 -- Fictitious Name Renewal Filing](#)

[12/16/2009 -- Fictitious Name Renewal Filing](#)

[06/28/2004 -- RENEWAL](#)

[Previous on List](#) [Next on List](#) [Return to List](#)

Fictitious Name Search

[Filing History](#)

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt

Holder must meet all City zoning and use provisions.

P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name:

Flagler Station Overseas Railway Hist.

Location Address:

901 Caroline St, Key West, FL 33040

License NBR/Class:

12015 BTR LICENSES AND PERMITS

Expiration Date: 09/30/2026

BTR - Theater Museum Or Other Entertainment Establishment

Comments:

MUSEUM

Restrictions:

This document must be prominently displayed.

Flagler Station Overseas Railway Hist.
201 FRONT ST #107 KEY WEST FL 33040

CONCH TOUR TRAIN INC
201 FRONT ST #107 KEY WEST FL 33040

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt
Holder must meet all City zoning and use provisions.
P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name: Flagler Station
Location Address: 901 Caroline St ; Key West, FL 33040
License NBR/Class: 11326 BTR LICENSES AND PERMITS
Expiration Date: 09/30/2026

BTR - Miscellaneous Other Service

Comments: TICKET SALES
Restrictions:

This document must be prominently displayed.

Flagler Station
201 FRONT ST #107 KEY WEST FL 33040

CONCH TOUR TRAIN INC.
201 FRONT ST #107 KEY WEST FL 33040

**2025 / 2026
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2026**

RECEIPT# 45110-83475

Business Name: FLAGLER STATION CONCH TOUR TRAIN
INC

Owner Name: GERALD MOSHER
Mailing Address: PO BOX 1237
KEY WEST, FL 33041

Business Location: 901 CAROLINE ST
KEY WEST, FL 33040
Business Phone: 305-294-3225
Business Type: PERMANENT EXHIBIT (MUSEUM)

5

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
225.00	0.00	225.00	0.00	0.00	0.00	225.00

Paid 127-24-00008483 09/30/2025 225.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

**Sam C. Steele, CFC, Tax Collector
PO Box 1129, Key West, FL 33041**

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY
PLANNING, ZONING AND
LICENSING
REQUIREMENTS.

**MONROE COUNTY BUSINESS TAX RECEIPT
P.O. Box 1129, Key West, FL 33041-1129
EXPIRES SEPTEMBER 30, 2026**

RECEIPT# 45110-83475

Business Name: FLAGLER STATION CONCH TOUR TRAIN INC

Owner Name: GERALD MOSHER
Mailing Address: PO BOX 1237
KEY WEST, FL 33041

Business Location: 901 CAROLINE ST
KEY WEST, FL 33040
Business Phone: 305-294-3225
Business Type: PERMANENT EXHIBIT (MUSEUM)

5

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
225.00	0.00	225.00	0.00	0.00	0.00	225.00

Paid 127-24-00008483 09/30/2025 225.00

**2025 / 2026
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2026**

Business Name: FLAGLER STATION CONCH TOUR TRAIN
INC
Owner Name: GERALD MOSHER
Mailing Address: PO BOX 1237
KEY WEST, FL 33041

RECEIPT# 48210-83474

Business Location: 901 CAROLINE ST
KEY WEST, FL 33040
Business Phone: 305-294-3225
Business Type: RETAIL SALES (RETAIL TICKET SALES)

Employees 5

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
30.00	0.00	30.00	0.00	0.00	0.00	30.00

Paid 127-24-00008483 09/30/2025 30.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Sam C. Steele, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY
PLANNING, ZONING AND
LICENSING
REQUIREMENTS.

MONROE COUNTY BUSINESS TAX RECEIPT
P.O. Box 1129, Key West, FL 33041-1129
EXPIRES SEPTEMBER 30, 2026

Business Name: FLAGLER STATION CONCH TOUR TRAIN INC
Owner Name: GERALD MOSHER
Mailing Address: PO BOX 1237
KEY WEST, FL 33041

RECEIPT# 48210-83474

Business Location: 901 CAROLINE ST
KEY WEST, FL 33040
Business Phone: 305-294-3225
Business Type: RETAIL SALES (RETAIL TICKET SALES)

Employees 5

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
30.00	0.00	30.00	0.00	0.00	0.00	30.00

Paid 127-24-00008483 09/30/2025 30.00



ADDITIONAL REMARKS SCHEDULE

AGENCY Hub International Florida		NAMED INSURED Historic Tours of America Inc., Old Town Trolley Tours Attn: Risk Management Dept. (see attached) 108 Sea Grove Main St. Saint Augustine, FL 32084	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

- 25-26 Named Insureds included;
- Historic Tours of America, Inc.
 - American Prohibition Museum
 - Arlington National Cemetery Tours, Inc
 - Authentic Old Jail, Inc.
 - Bahama Village Market, LLC
 - Boston - Cambridge Trolley Tours, Inc.
 - Boston Tea Party Ship, Inc.
 - Boston Welcome Center, Inc.
 - Boston Burial Ground Tours, LLC
 - Buggy Bus, Inc.
 - Buggy Bus, Inc. dba Old Town Trolley Tours of Key West.
 - Casa Cayo Hueso, Inc.
 - City Sightseeing San Antonio, LLC
 - Clinton Square, LLC
 - Conch Tour Train, Inc.
 - Conch Tour Train, Inc. dba Bone Island Shuttle
 - Congress Street Up
 - DC Ducks
 - Deacon Transportation, Inc.
 - Freedom Trail Shops, Inc.
 - Front Street Partners, Ltd.
 - Ghosts and Gravestones of Key West
 - Harry S. Truman Little White House
 - Heritage Harbor Tours, LLC
 - Historic Properties Management, Inc.
 - Historic Properties of America, LLC
 - Historic Ships of America, Inc.
 - HTA San Antonio Holdings, LLC
 - HTM, LLC
 - Images of Key West, Inc.
 - Key West Hand Print Fabrics and Fashion, Inc.
 - Key West Hand Print Fabrics, LTD.
 - Key West Welcome Center, Inc.
 - Key West Tours & Attractions, LLC
 - Location 3 Real Estate of Key West, Inc.
 - Mallory Square, Inc.
 - National Harbor Shuttle
 - Old Savannah Distillery, LLC
 - Old Town Key West Development, LLC
 - Old Town Key West Development, LTD
 - Old Town Trolley Tours of Boston
 - Old Town Trolley Tours of Nashville, Inc.
 - Old Town Trolley Tours of New Orleans, Inc.
 - Old Town Trolley Tours of San Diego
 - Old Town Trolley Tours of San Antonio, LLC
 - Old Town Trolley Tours of St. Augustine, Inc.
 - Old Town Trolley Tours of Savannah, Inc.
 - Old Town Trolley Tours of St. Augustine, LLC
 - Old Town Trolley Tours of Washington DC, Inc.
 - Old Town Trolley Tours of San Antonio, LLC
 - Tropical Shell and Gifts, Inc.
 - Trusted Tours of America, LLC
 - Victorian Vehicles, Inc.
 - Yankee Fleet Management Corporation
 - Treasures of the Florida Keys, Inc.
 - The Old Road Partners, a FL General Partnership
 - St. Augustine Historical Tours, Inc.
 - Southernmost Duck Tours
 - Key West Cooking School, LLC
 - Old Town Trolley Tours of Charleston, LLC
 - Old Town Vacation Rentals, LLC

**ADDITIONAL REMARKS SCHEDULE**

AGENCY Hub International Florida		NAMED INSURED Historic Tours of America Inc., Old Town Trolley Tours Attn: Risk Management Dept. (see attached) 108 Sea Grove Main St. Saint Augustine, FL 32084	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance**

**Partnership Group of Key West
Pacific Highway, LLC
San Diego Seal Tours
Savannah Welcome Center, Inc.
Seal Tours**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/06/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. 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).

PRODUCER		CONTACT NAME: Ayden Phillips	
Island Insurance Agency, Inc.		PHONE (A/C, No, Ext): 305 294-6666	FAX (A/C, No): 305 294-6668
3229 Flagler Ave #112		E-MAIL ADDRESS: islandinsurance@comcast.net	
Key West FL. 33040		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Gotham Ins Co	
		INSURER B: Scottsdale Insurance Company	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED		NAIC #	
Neyra Construction, LLC			
201 Front Street			
Suite 112			
Key West FL. 33040			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDSUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		GL202500038469	11/09/2025	11/09/2026	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
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
						\$
B	AUTOMOBILE LIABILITY		CXS4068661	11/09/2025	11/09/2026	COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB					EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR				AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> CLAIMS-MADE				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATU-TORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CGC058194

CERTIFICATE HOLDER**CANCELLATION**

The City of Key West 1300 White Street Key West FL. 33040	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  11/06/2025
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ADDENDUM NO. 1

Re-Bid Historic Building Rehabilitation Lease and Adaptive Use 402 Wall Street, Key West, Florida 33040

RFP 26-002

This addendum is issued as supplemental information to the Request for Proposal package for clarification of certain matters of both a general and a technical nature. The referenced Request for Proposal package is hereby amended in accordance with the following items:

1. **Clarification:** [No Changes]
2. **Changes to Submission Requirements:** [No Changes]
3. **Updates to Project Timeline:**
 - 1) A mandatory site visit for this project is scheduled for February 25, 2026, at 11:30 A.M. (Local Time). The meeting location is 402 Wall Street, Key West, Florida 33040, as identified via Google Maps.

4. **Responses to Questions:** [No Changes]

5. **Additional Resources:** [No Changes]

Signature

Tropical Shell and Gift, Inc.
Name of Business



ADDENDUM NO. 2

Re-Bid Historic Building Rehabilitation Lease and Adaptive Use 402 Wall Street, Key West, Florida 33040 RFP 26-002

This addendum is issued as supplemental information to the Request for Proposal package for clarification of certain matters of both a general and a technical nature. The referenced Request for Proposal package is hereby amended in accordance with the following items:

- 1. Clarification: [No Changes]**
- 2. Changes to Submission Requirements: [No Changes]**
- 3. Updates to Project Timeline: [No Changes]**
- 4. Responses to Questions:**

- 1) It appears that there is an inconsistency in the instructions.**

Please clarify if the proposers may submit plans, elevations and site plans on larger paper than 8 1/2 x 11". Architectural plans (usually 24x36) reduced to this smaller size are often difficult to read. This concern was previously expressed by one of the reviewers in analyzing submittals last year.

- 1. Answer: Proposers may submit plans, elevations, and site plans on larger-format paper. However, a minimum of four (4) copies of each plan set must be provided. This requirement ensures that each member of the Selection Committee has an individual copy for review, which will facilitate an efficient and timely evaluation process.**

- 5. Additional Resources: [No Changes]**


Signature

Tropical Shell and Gift, Inc.
Name of Business

Date: March 10, 2026

- LEGAL AD PROOF -

NOTICE OF MEETING
 The Selection Committee for RFP #26-002 Re-Bid Historic Building Rehabilitation Lease and Adaptive Use 402 Wall Street for City of Key West will meet for scoring and ranking of proposals at 3:15 P.M. on March 16, 2026, City Manager's Conference Room 1300 White St Key West, FL 33040. It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number at 1-800-955-8771 or the ADA Coordinator at 305-809-3811, at least three business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.
 Publish: March 12, 2026 KWC
 City of Key West Purchasing Dept.
 419853 3985083

Thank you for advertising with us! This is the proof of your ad scheduled to run on the dates indicated below. If changes are needed, please contact **Melinda Prescott by emailing legals@keysnews.com or calling 941-206-1025.**

CUSTOMER INFORMATION

Account #: 419853
 Company Name: CITY OF KEY WEST FINANCE DEPT
 Address: PO BOX 1409
 KEY WEST FL 33041-1409
 Telephone: (305) 809-3807
 Email: kobrien@cityofkeywest-fl.gov

AD INFORMATION

Ad ID: 3985083
 Run Dates: 03/12/26 to 03/12/26
 # of Inserts: 2
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 Ad Class: 26
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Publications	Start Date	End Date	# of Insertions
Key West Citizen	03/12/26	03/12/26	1
KeysNews.com	03/12/26	03/12/26	1



Tropical Shellaw Gift, Inc.