



CITY OF KEY WEST
REQUEST FOR PROPOSALS

RFP #26-004

FOR

**GENERAL SERVICES FOR MANHOLE
& CONCRETE REHABILITATION**

DUE DATE: MARCH 11, 2026



TAB 1 – COMPANY INFORMATION

Company Name:

Shenandoah General Construction, LLC

Contact Person:

Samantha Northcutt, Contract Administrator

Address:

951 W. Yamato Road, Suite 220
Boca Raton, FL 33431

Telephone:

954-975-0098 x117

Email:

s.northcutt@shenandoahus.com

Shenandoah General Construction is a specialized contractor providing infrastructure rehabilitation services including manhole rehabilitation, trenchless pipe rehabilitation, pipeline inspection, and structural concrete repairs. Our company provides municipalities, utilities, and private clients with reliable rehabilitation solutions that extend the life of underground infrastructure while minimizing disruption to operations and surrounding communities.



TAB 2 – ORGANIZATIONAL PROFILE

Type of Organization:

Corporation

Year Established:

Over 50 years of experience in underground rehabilitation services.

Primary Office Address:

951 W. Yamato Road, Suite 220
Boca Raton, FL 33431

Shenandoah General Construction specializes in underground infrastructure maintenance and rehabilitation services throughout Florida and the Southeast United States. Our team provides inspection, cleaning, rehabilitation, and structural repair services for municipal sewer, stormwater, and wastewater infrastructure.

The company maintains multiple operating locations and utilizes specialized crews trained in confined space entry, underground infrastructure repair, trenchless technologies, and concrete rehabilitation.

Our services include:

- Manhole rehabilitation and lining
- Pipeline cleaning and CCTV inspection
- Chemical and cementitious grouting
- Structural concrete repair
- Infiltration and inflow mitigation
- Trenchless rehabilitation technologies
- Stormwater and sewer system maintenance

Shenandoah maintains the personnel, equipment, and operational capacity necessary to respond quickly to municipal service needs and perform work safely and efficiently.



TAB 3 – REFERENCES AND PAST PERFORMANCE

Shenandoah General Construction has successfully completed numerous projects involving manhole rehabilitation, structural concrete repairs, and underground infrastructure rehabilitation for municipalities and utility providers throughout Florida.

Our services include:

- Manhole rehabilitation and lining systems
- Infiltration control and grouting
- Structural repair of wastewater infrastructure
- CCTV inspection and system assessment
- Surface preparation and protective coatings

These projects frequently involve the rehabilitation of aging infrastructure affected by groundwater intrusion, corrosion, and structural deterioration.

Shenandoah understands the challenges associated with coastal and high groundwater environments such as those present in the City of Key West, including:

- Saltwater exposure
- Groundwater intrusion
- Corrosion of wastewater structures
- Structural deterioration due to environmental conditions

Our team has extensive experience performing rehabilitation services in active municipal systems while coordinating with utility personnel to minimize disruption to operations.

Shenandoah has consistently delivered rehabilitation services safely, on schedule, and in compliance with project specifications and regulatory requirements.

Similar projects have been completed for municipal and utility clients including:

- City of Margate
- Town of Davie
- City of Boca Raton
- City of Delray Beach
- Vortex Companies
- Kilbourne & Sons

These projects demonstrate Shenandoah's experience performing manhole rehabilitation, structural concrete repair, and wastewater infrastructure rehabilitation services for municipal clients throughout Florida.

Mayor

Antonio V. Arserio

Vice Mayor

Anthony N. Caggiano

Commissioners

Tommy Ruzzano

Arlene R. Schwartz

Joanne Simone



City Manager

Cale Curtis

City Attorney

Weiss Serota Helfman

Cole & Bierman

City Clerk

Jennifer M. Johnson

City of Margate, Florida

Date: 3/9/2026

City of Key West 1300 White
Street Key West, FL 33040

RE: Reference for Shenandoah General Construction – Manhole & Concrete Rehabilitation Services

To Whom It May Concern,

This letter confirms that **Shenandoah General Construction** has provided underground infrastructure rehabilitation services for the **City of Margate**.

Shenandoah performed services including manhole rehabilitation, pipeline cleaning and inspection, trenchless rehabilitation, and related infrastructure maintenance for our system. Their work involved specialized equipment, trained personnel, and coordination with our staff to complete the work safely and efficiently.

Throughout our experience working with Shenandoah, their team demonstrated professionalism, technical expertise, and a strong commitment to quality and safety. The work was completed in accordance with project requirements and within the agreed schedule.

Based on our experience, **the City of Margate** has been satisfied with the services provided by Shenandoah General Construction and would recommend them for similar rehabilitation and infrastructure maintenance projects.

If additional information is needed regarding our experience working with Shenandoah, please feel free to contact me.

Sincerely,

Name: Michael Bush
Title: Distribution/ Collection Manager
Agency/Company: City of Marg
Phone: 954-972-0828
Email: mbush@margatefl.com



TAB 4 – PROJECT APPROACH

Understanding of the City's Needs

The City of Key West operates wastewater infrastructure in a coastal environment where structures are exposed to saltwater intrusion, hydrogen sulfide corrosion, groundwater infiltration, and structural deterioration. Manholes and concrete structures in these environments require specialized rehabilitation methods to restore structural integrity and extend service life.

Shenandoah General Construction provides rehabilitation services specifically designed for wastewater infrastructure exposed to these conditions. Our approach focuses on restoring structural integrity, preventing infiltration and corrosion, and performing work safely while minimizing disruption to City operations.

Rehabilitation Work Process

Shenandoah General Construction follows a structured rehabilitation process to ensure consistent quality and safe execution of work performed under City task orders.

Typical rehabilitation workflow includes:

1. **Inspection and Assessment** – Evaluate structure condition, infiltration sources, and safety requirements.
2. **Surface Preparation** – High-pressure cleaning and removal of deteriorated materials to ensure proper bonding.
3. **Structural Repairs** – Repair spalled concrete, benches, inverts, and structural deficiencies.
4. **Protective Coating Installation** – Apply corrosion-resistant epoxy or rehabilitation materials in accordance with manufacturer specifications.
5. **Final Inspection and Documentation** – Verify installation quality and provide documentation to the City.

This systematic approach ensures that each rehabilitation project is completed efficiently and in accordance with industry standards and manufacturer specifications.

Surface Preparation and Structural Repair

Proper surface preparation is critical to the long-term performance of rehabilitation systems. Shenandoah utilizes mechanical and high-pressure cleaning methods to remove debris, deteriorated concrete, and existing coatings where required.

Typical preparation procedures may include:

- High-pressure washing and debris removal
- Mechanical cleaning and surface profiling
- Removal of deteriorated concrete and coatings
- Surface preparation to ensure proper material adhesion

Following preparation, structural repairs are performed using industry-accepted repair materials designed for wastewater infrastructure. Repairs may include restoration of spalled concrete, repair of benches and inverts, and reconstruction of deteriorated structural components.

Infiltration Control

Groundwater infiltration is common in aging wastewater infrastructure and must be addressed prior to rehabilitation. Shenandoah utilizes a variety of infiltration control techniques including chemical grout injection, cementitious grouting, crack sealing, and joint sealing.

These methods stabilize structures, prevent continued infiltration, and prepare the structure for successful rehabilitation.

Protective Coating Installation

Following structural repairs, Shenandoah installs protective coating systems designed to protect manholes and wastewater structures from corrosion and environmental deterioration.

Typical rehabilitation systems may include:

- Cementitious lining systems
- Epoxy-based protective coatings
- Structural repair mortars designed for wastewater environments

These materials provide long-term protection against hydrogen sulfide corrosion, moisture intrusion, and environmental exposure.

Safety Program

Shenandoah General Construction maintains a comprehensive safety program designed to protect workers, City personnel, and the public.

Safety procedures include:

- OSHA-compliant confined space entry procedures
- Continuous atmospheric monitoring
- Lockout / tagout procedures
- Fall protection where required
- Traffic control measures when applicable

All field personnel receive training in confined space entry, equipment operation, and hazard recognition.

Project Management and Communication

Shenandoah assigns experienced management personnel to oversee project execution and maintain communication with City representatives throughout the duration of each task order.

Line of Authority and Emergency Contact List

Brad Washington – Branch Manager
954-975-0098 ext. 126

Jose Vera – Superintendent
954-275-0604

Eric Allen – Safety Manager
561-825-8881

Luke Keenan – Chief Operating Officer
954-304-6502

Anthony Guglielmi – Chief Executive Officer
954-975-0098 ext. 107

This management structure ensures the City has immediate access to responsible personnel for project coordination, scheduling, and emergency response if necessary.

Quality Assurance

Shenandoah maintains strict quality control procedures to ensure that all rehabilitation work meets project specifications and industry standards.

Quality assurance procedures include:

- Pre-work inspections and condition assessments
- Verification of proper surface preparation
- Monitoring of material installation and curing
- Post-installation inspection and documentation
- Photographic documentation of completed work

Equipment and Resources

Shenandoah General Construction maintains a fleet of specialized equipment required to perform underground infrastructure rehabilitation services safely and efficiently. Our crews are fully equipped to perform manhole rehabilitation, structural concrete repairs, infiltration control, and related services.

Major equipment available for municipal rehabilitation projects is provided below.

Shenandoah maintains a fleet of specialized trucks, trailers, pumping equipment, and support vehicles to perform municipal rehabilitation services throughout Florida.



TAB 5 – TEAM AND STAFFING QUALIFICATIONS

Shenandoah utilizes experienced personnel trained in underground infrastructure rehabilitation and concrete repair.

Key personnel may include:

Project Manager

Responsible for project oversight, scheduling, client communication, and quality assurance.

Field Supervisor

Responsible for on-site operations, crew coordination, safety compliance, and daily reporting.

Field Technicians

Specialized technicians trained in rehabilitation systems, coating installation, and structural repair.

Safety Officer (as required)

Ensures compliance with safety procedures and confined space regulations.

All personnel maintain training in:

- Confined space entry
- OSHA safety requirements
- Underground infrastructure rehabilitation
- Equipment operation and safety procedures

The Florida Department of Transportation
presents this

Certificate of Completion

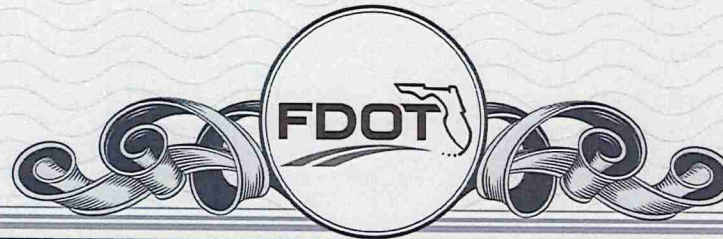
to

Brad Washington

for successfully completing the
**Tier 1 Illicit Discharge Detection
and Elimination Training**
CBT

01/22/2026

Date



TRESS Number
BT-19-0048

The Florida Department of Transportation
presents this

Certificate of Completion

to

for successfully completing the

**Tier 1 Illicit Discharge Detection
and Elimination Training
CBT**

Date



FDOT

TRESS Number
BT-19-0048

CONFINED SPACE TRAINING

Clayton Thomas

has successfully completed the Confined Space Training
29 CFR 1910.146 & Subpart 1926 Subpart AA

Completed Date: 05/02/2025
Expiration Date: 05/02/2028

Trainer's Signature: *D. J. Borge*

Risk Control Consultants **CF483**



CONFINED SPACE TRAINING

Cristian Vera

has successfully completed the Confined Space Training
29 CFR 1910.146 & Subpart 1926 Subpart AA

Completed Date: 05/02/2025
Expiration Date: 05/02/2028

Trainer's Signature: *D. J. Borge*

Risk Control Consultants **CF481**



CONFINED SPACE TRAINING

Luis Castro

has successfully completed the Confined Space Training
29 CFR 1910.146 & Subpart 1926 Subpart AA

Completed Date: 05/02/2025
Expiration Date: 05/02/2028

Trainer's Signature: *D. J. Borge*

Risk Control Consultants **CF482**



CONFINED SPACE TRAINING

Rudolph Brown

has successfully completed the Confined Space Training
29 CFR 1910.146 & Subpart 1926 Subpart AA

Completed Date: 05/02/2025
Expiration Date: 05/02/2028

Trainer's Signature: *D. J. Borge*

Risk Control Consultants **CF477**



CONFINED SPACE TRAINING

Tito Johnson

has successfully completed the Confined Space Training
29 CFR 1910.146 & Subpart 1926 Subpart AA

Completed Date: 05/02/2025
Expiration Date: 05/02/2028

Trainer's Signature: *D. J. Borge*

Risk Control Consultants **CF474**



CONFINED SPACE TRAINING

Amos Armstrong

has successfully completed the Confined Space Training
29 CFR 1910.146 & Subpart 1926 Subpart AA

Completed Date: 05/02/2025
Expiration Date: 05/02/2028

Trainer's Signature: *D. J. Borge*

Risk Control Consultants **CF471**



CONFINED SPACE TRAINING

Owen Perez

has successfully completed the Confined Space Training
29 CFR 1910.146 & Subpart 1926 Subpart AA

Completed Date: 05/02/2025
Expiration Date: 05/02/2028

Trainer's Signature: *D. J. Borge*

Risk Control Consultants **CF480**



CONFINED SPACE TRAINING

Luis Manon

has successfully completed the Confined Space Training
29 CFR 1910.146 & Subpart 1926 Subpart AA

Completed Date: 05/02/2025
Expiration Date: 05/02/2028

Trainer's Signature: *D. J. Borge*

Risk Control Consultants **CF475**



CONFINED SPACE TRAINING

Christian Lary

has successfully completed the Confined Space Training
29 CFR 1910.146 & Subpart 1926 Subpart AA

Completed Date: 05/02/2025
Expiration Date: 05/02/2028

Trainer's Signature: *D. Borge*

Risk Control Consultants **CF472**



CONFINED SPACE TRAINING

Raul Salas

has successfully completed the Confined Space Training
29 CFR 1910.146 & Subpart 1926 Subpart AA

Completed Date: 05/02/2025
Expiration Date: 05/02/2028

Trainer's Signature: *D. Borge*

Risk Control Consultants **CF473**



CONFINED SPACE TRAINING

KaDarryl Brodie

has successfully completed the Confined Space Training
29 CFR 1910.146 & Subpart 1926 Subpart AA

Completed Date: 05/02/2025
Expiration Date: 05/02/2028

Trainer's Signature: *D. Borge*

Risk Control Consultants **CF476**



CONFINED SPACE TRAINING

Sonial Pierre-Luis

has successfully completed the Confined Space Training
29 CFR 1910.146 & Subpart 1926 Subpart AA

Completed Date: 05/02/2025
Expiration Date: 05/02/2028

Trainer's Signature: *D. Borge*

Risk Control Consultants **CF479**



CONFINED SPACE TRAINING

Wilson A. Mera

has successfully completed the Confined Space Training
29 CFR 1910.146 & Subpart 1926 Subpart AA

Completed Date: 05/02/2025
Expiration Date: 05/02/2028

Trainer's Signature: *D. Borge*

Risk Control Consultants **CF478**



CONFINED SPACE TRAINING

Benjamin Santiago

has successfully completed the Confined Space Training
29 CFR 1910.146 & Subpart 1926 Subpart AA

Completed Date: 05/02/2025
Expiration Date: 05/02/2028

Trainer's Signature: *D. Borge*

Risk Control Consultants **CF484**





TAB 6 – COST / PRICE

Pricing for this proposal is provided in the **Bid Form / Unit Price Schedule included in Section 4** of the RFP.

All pricing submitted includes:

- Labor
- Materials
- Equipment
- Mobilization
- Overhead and profit
- Incidentals required to perform the work

Pricing is intended to provide the City with competitive and transparent costs for services performed under future task orders.

Shenandoah understands that the City does not guarantee a minimum amount of work under this contract.



TAB 7 – PROJECT SCHEDULE AND DELIVERABLES

Upon issuance of a Task Order, Shenandoah will coordinate with City representatives to establish a work schedule that minimizes disruption to City operations.

Typical project phases include:

1. Mobilization and site preparation
2. Surface preparation and inspection
3. Structural repairs
4. Coating application and rehabilitation
5. Final inspection and documentation

Work schedules will be coordinated with the City to ensure efficient completion of each task order.

Deliverables may include:

- Inspection reports
- Documentation of completed repairs
- Photographs of work performed
- As-built documentation if required



TAB 8 – VALUE ADDED OPTIONS / LOCAL FAMILIARITY

Shenandoah General Construction provides specialized rehabilitation services for municipal wastewater and stormwater infrastructure. Our team understands the operational challenges faced by utility departments and provides solutions designed to maintain system reliability while minimizing disruption to public services.

Shenandoah's experience performing rehabilitation services for municipalities throughout Florida provides familiarity with regulatory requirements, confined space safety standards, and wastewater infrastructure maintenance practices common to coastal communities.

Value-added services provided by Shenandoah include:

- Rapid response capability for urgent infrastructure repairs
- Experienced rehabilitation crews and specialized equipment
- Proven rehabilitation technologies designed to extend asset life
- Comprehensive inspection, documentation, and reporting services
- Coordination with municipal staff to minimize disruption to system operations

Shenandoah General Construction is committed to providing the City of Key West with reliable, high-quality rehabilitation services that protect critical infrastructure assets and reduce long-term maintenance costs.

Our team understands the challenges associated with coastal environments and aging wastewater infrastructure and provides solutions designed for long-term durability and performance.

NOTE TO BIDDER: Use preferably black ink or typewritten for completing this Bid Form.

BID FORM

To: The City of Key West
Address: 1300 White Street, Key West, Florida 33040
Project Title: **Manhole Rehabilitation and Concrete Spalling Repair General Utilities Contract**
RFP #26-004

Bidder's contact person for additional information on this bid:

Company Name: Shenandoah General Construction, LLC
Contact Name & Telephone #: Samantha Northcutt, 954-975-0098x117
Email Address: s.northcutt@shenandoahus.com

BIDDER'S DECLARATION AND UNDERSTANDING

The undersigned, hereinafter called the Bidder, declares that the only persons or parties interested in this bid are those named herein, that this bid is, in all respects, fair and without fraud, that it is made without collusion with any official of the City, and that the bid is made without any connection or collusion with any person submitting another bid on this contract.

The Bidder further declares that they have carefully examined the Contract Documents for the construction of the project, and satisfied themselves as to the quantities involved, including materials and equipment, and conditions of work involved, including the fact that the description of the quantities of work and materials, as included herein, is brief and is intended only to indicate the general nature of the work and to identify the said quantities with the detailed requirements of the Contract Documents, and that this bid is made according to the provisions and under the terms of the Contract Documents, which documents are hereby made a part of this bid.

CONTRACT EXECUTION AND BONDS

The Bidder agrees that, if their bid is accepted, they will, within ten (10) calendar days—excluding Sundays and legal holidays—after receipt of the Notice of Award, execute the contract in the form attached hereto. At that time, the Bidder shall also provide the City with examples of the Performance Bond and Payment Bond, evidence of all required licenses and certifications, and shall furnish, to the extent of their bid, all necessary machinery, tools, equipment, and materials to perform and complete all work as specified or indicated in the Contract Documents.

CERTIFICATES OF INSURANCE

Bidder agrees to furnish the City, before commencing the work under this contract, the Certificates of Insurance (COI) as specified in these documents.

START OF CONSTRUCTION AND CONTRACT COMPLETION TIME

The Bidder further agrees to begin work within ten (10) calendar days after receiving the Notice to Proceed for each authorized Task Order. Period of performance for each authorized Task Order shall be

negotiated with Owner prior to receiving the Notice to Proceed.

ADDENDA

The Bidder hereby acknowledges that they have received Addenda No's. 1 , 2 ,

 , , , , , , , , , ,

(Bidder shall insert No. of each Addendum received) and agrees that all addenda issued are hereby made part of the Contract Documents, and the Bidder further agrees that their bid(s) includes all impacts resulting from said addenda.

SALES AND USE TAXES

The Bidder agrees that all federal, state, and local sales and use taxes are included in the stated bid prices for the work.

LUMP SUM ITEMS

The Bidder further proposes to accept as full payment for the work proposed herein the amounts computed under the provisions of the Contract Documents and based on the following unit prices. The Bidder agrees that the unit prices represent a true measure of the labor, materials, equipment, and all other costs required to perform each type of work called for in these Contract Documents, including allowances for overhead and profit.

Total payment for each item will be determined by multiplying the unit price by the actual quantity of work performed and accepted by the City. The sum of these calculated amounts will constitute full compensation for the work completed in accordance with the Contract Documents.

UNIT PRICE SCHEDULE – Manhole Rehabilitation and Concrete Spalling Repair

Manhole Rehabilitation and Spalling Repair RFP 26-004

Item #	Item Description	Quantity	Unit	Unit Cost	Total Cost
1	Performance and Payment bonds				
A	Performance and Payment Bonds	1	Per \$1,000	\$ 24,600.63	\$ 24,600.63
2	Mobilization/Demobilization				
A	Mobilization/Demobilization (In no case shall the amount bid for this item exceed five (5) percent (%) of the Total Base Bid. This item shall include MOT, General & Supplementary Conditions, Certified AutoCAD as Built's)	1	LS	\$ 98,402.50	\$ 98,402.50
3	Manhole & Structures Coating				
A	Epoxy Resin Based Coating 48" Diameter 1/4" Minimum Thickness	180	VF	\$ 335.00	\$ 60,300.00
B	Epoxy Resin Based Coating 60" Diameter 1/4" Minimum Thickness	60	VF	\$ 415.00	\$ 24,900.00
C	Structure Epoxy Resin Based Coating 1/4" Minimum Thickness	1000	SF	\$ 31.00	\$ 31,000.00
D	125 MIL Variance (1/8")	200	SF	\$ 19.00	\$ 3,800.00
4	Manhole & Structures Repair				
A	Removal of Existing Manhole or Wetwell Lining System (Excluding T-Lock or Similar Liner)	200	SF	\$ 40.00	\$ 8,000.00
B	Removal of Existing Manhole or Wetwell T-Lock or Similar Lining System	800	SF	\$ 30.00	\$ 24,000.00
C	Patching & Profiling - Cementitious Grout Only	3000	SF	\$ 135.00	\$ 405,000.00
D	Infiltration Control - Cementitious or Chemical Grout	600	GAL	\$ 96.00	\$ 57,600.00
E	Bonding Compound	120	GAL	\$ 75.00	\$ 9,000.00
F	Bench and Invert Channel Repair	100	LF	\$ 150.00	\$ 15,000.00
G	Chimney Repairs	100	VF	\$ 175.00	\$ 17,500.00
5	Cleaning, Televising, Assessment				
A	Cleaning Manholes / Structures	40	EA	\$ 375.00	\$ 15,000.00
B	Televising / Photographs / Inspection Report	40	EA	\$ 50.00	\$ 2,000.00
6	Ancillary Services				
A	Bypass Pumping – 4"	5	Day	\$ 500.00	\$ 2,500.00
B	Bypass Pumping – 6"	5	Day	\$ 750.00	\$ 3,750.00
C	Bypass Pumping – 8"	5	Day	\$ 1,000.00	\$ 5,000.00
D	Vac-Truck	40	Hr	\$ 300.00	\$ 12,000.00
E	Maintenance of Traffic - City	5	EA	\$ 2,500.00	\$ 12,500.00
F	Maintenance of Traffic - FDOT	1	EA	\$ 7,500.00	\$ 7,500.00
7	Concrete Spalling Repair				
A	Slab Repair: Spalling/Surface Patching	400	SF	\$ 135.00	\$ 54,000.00
B	Slab Repair: Spalling/Surface Patching w/Reinforcement Steel	200	SF	\$ 440.50	\$ 88,100.00
C	Vertical or Overhead Concrete Repair: Cracks	1000	LF	\$ 220.25	\$ 220,250.00
D	Vertical or Overhead Concrete Repair: Surface Patching (Depth<1")	1000	SF	\$ 220.25	\$ 220,250.00
E	Vertical or Overhead Concrete Repair: Spalling/Surface Patching (1"<Depth<3")	300	SF	\$ 330.00	\$ 99,000.00

F	Vertical or Overhead Concrete Repair: Spalling/Surface Patching w/Reinforcement Steel (3" < Depth < 6")	200	SF	\$ 440.50	\$ 88,100.00
G	Concrete Repair: Tie Holes	100	EA	\$ 620.00	\$ 62,000.00
H	Joint Repair	50	LF	\$ 1,680.00	\$ 84,000.00
I	Joint Sealant: Remove & Replace	200	LF	\$ 1,680.00	\$ 336,000.00

Manhole and Spalling Repair BASE BID:

\$1,968,050.00 _____

In Words:

One Million, Nine Hundred Sixty-Eight Thousand Fifty Dollars & 00/100 Cents

Payment for materials & equipment authorized by the Owner in a written Change Order but not listed in the Schedule of Values will be provided at suppliers' invoice plus 15 %.

List items to be performed by Bidder's own forces and the estimated total cost of these items. (Use additional sheets if necessary.)

Mobilization/Demobilization				
Mobilization/Demobilization (in no case shall the amount bid for this item exceed five (5) percent (%) of the Total Base Bid. This item shall include M&O, General & Supplementary Conditions, Certified AutoCAD as Built's)	1	LS	\$98,402.50	\$98,402.50
Manhole & Structures Coating				
Epoxy Resin Based Coating 48" Diameter 1/4" Minimum Thickness	180	VT	\$355.00	\$60,300.00
Epoxy Resin Based Coating 60" Diameter 1/4" Minimum Thickness	60	VT	\$415.00	\$24,900.00
Structure Epoxy Resin Based Coating 1/4" Minimum Thickness	1000	SF	\$31.00	\$31,000.00
125 MIL Variance (115")	200	SF	\$19.00	\$3,800.00
Manhole & Structures Repair				
Removal of Existing Manhole or Wetwell Lining System (Excluding T Lock or Similar Lining)	200	SF	\$40.00	\$8,000.00
Removal of Existing Manhole or Wetwell T Lock or Similar Lining System	800	SF	\$30.00	\$24,000.00
Patching & Profiling - Cementitious Grout Only	3000	SF	\$135.00	\$405,000.00
Infiltration Control - Cementitious or Chemical Grout	600	GM	\$95.00	\$57,000.00
Bonding Compound	120	GM	\$75.00	\$9,000.00
Bench and Invert Channel Repair	100	LF	\$150.00	\$15,000.00
Chimney Repairs	100	VT	\$175.00	\$17,500.00
Cleaning, Televising, Assessment				
Cleaning Manholes / Structures	40	EA	\$375.00	\$15,000.00
Televising / Photographs / Inspection Report	40	EA	\$50.00	\$2,000.00
Ancillary Services				
Bypass Pumping - 4"	5	Day	\$500.00	\$2,500.00
Bypass Pumping - 6"	5	Day	\$750.00	\$3,750.00
Bypass Pumping - 8"	5	Day	\$1,000.00	\$5,000.00
Vac Truck	40	Hr	\$300.00	\$12,000.00
Maintenance of Traffic - City	5	EA	\$2,500.00	\$12,500.00
Maintenance of Traffic - FDOT	1	EA	\$7,500.00	\$7,500.00
Concrete Spalling Repair				
Slab Repair: Spalling/Surface Patching	400	SF	\$135.00	\$54,000.00
Slab Repair: Spalling/Surface Patching w/Reinforcement Steel	200	SF	\$440.50	\$88,100.00
Vertical or Overhead Concrete Repair: Cracks	1000	LF	\$220.25	\$220,250.00
Vertical or Overhead Concrete Repair: Surface Patching (Depth<1")	1000	SF	\$220.25	\$220,250.00
Vertical or Overhead Concrete Repair: Spalling/Surface Patching (1"<Depth<3")	300	SF	\$350.00	\$105,000.00
Vertical or Overhead Concrete Repair: Spalling/Surface Patching w/Reinforcement Steel (3"<Depth<6")	200	SF	\$440.50	\$88,100.00
Concrete Repair: Tie Holes	100	EA	\$620.00	\$62,000.00
Joint Repair	50	LF	\$1,680.00	\$84,000.00
Joint Sealant: Remove & Replace	200	LF	\$1,680.00	\$336,000.00

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SUBCONTRACTORS

The Bidder further proposes that the following subcontracting firms or businesses will be awarded subcontracts for the following portions of the work if the Bidder is awarded the contract:

Shenandoah will self perform - No Sucontractors will be used

Name

_____, _____, _____, _____
Street City State Zip

Name

_____, _____, _____, _____
Street City State Zip

Name

_____, _____, _____, _____
Street City State Zip

Name

_____, _____, _____, _____
Street City State Zip

SURETY

Harco National Insurance Company _____ whose address is

10 State House Square, Floor 11, Hartford, CT, 06103
Street City State Zip

BIDDER

The name of the Bidder submitting this bid is Shenandoah General Construction, LLC

_____ doing business at

951 W Yamato Road, #220, Boca Raton, FL, 33431
Street City State Zip

which is the address to which all communications concerned with this Bid and with the Contract shall be sent.

The names of the principal officers of the corporation submitting this bid, or of the partnership, or of all persons interested in this bid as principals are as follows:

<u>Anthony Guglielmi - CEO</u>	<u>Luke Keenan - COO</u>
<u>Charles Bendgen - CFO</u>	

If Sole Proprietor or Partnership

IN WITNESS hereto the undersigned has set their (its) hand this _____ day of _____ 2026.

_____ of Bidder

_____ Title

Signature

If Corporation

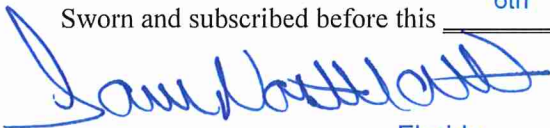
IN WITNESS WHEREOF the undersigned corporation has caused this instrument to be executed, and its seal affixed by its duly authorized officers this 6th day of March 2026.

(SEAL)

Shenandoah General Construction, LLC
Name of Corporation

By  _____
 Title CEO
 Attest _____

Sworn and subscribed before this 6th day of March, 2026



NOTARY PUBLIC, State of Florida, at Large

My Commission Expires:  **Samantha Northcutt**
 Comm.: HH 480938
 Expires: Jan. 15, 2028
 Notary Public - State of Florida

EXPERIENCE OF BIDDER

The Bidder states that they are an experienced Contractor and have completed similar projects within the last five (5) years.

(List similar projects, with types, names of owners, construction costs, Engineers, and references with phone numbers. Use additional sheets if necessary).

A. City of Margate Dept of Environmental & Engineering Services

Michael Bush, Distribution/Collection Manager, 954-884-3652

1. City of Margate MH 2-13 Repair
11/7/24 - 11/13/24
Project Cost \$28,565.50

2. City of Margate MH 41-1 Repair
4/1/24 - 4/25/24
Project Cost \$37,890.00

B. Vortex Companies / Florida

Patrick Leclair, 616-502-2507

1. Miami Beach City Wide Sanitary Sewer Manhole Rehabilitation
1/12/26 - 2/26/26
Project Cost: \$235,345.00

C. Town of Davie Utilities Department

Bill Peele, 954-327-3743

1. Sanitary Sewer - Cleaning - Manhole (01-120 to 01-123)

4/29/25 - 5/1/25

Total Cost \$ 22,952.00

ANTI-KICKBACK AFFIDAVIT

STATE OF Florida)

: SS

COUNTY OF Palm Beach)

I, the undersigned hereby duly sworn, depose and say that no portion of the sum herein proposal 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: _____

Anthony Guglielmi

Sworn and subscribed before me this 6th day of March 2026.



NOTARY PUBLIC, State of Florida at Large

My Commission Expires:



Samantha Northcutt
Comm.: HH 480938
Expires: Jan. 15, 2028
Notary Public - State of Florida

**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 Proposal or Proposal for General
services for Manhole & Concrete Rehabilitation

2. This sworn statement is submitted by Shenandoah General Construction, LLC
(name of entity submitting sworn statement)
whose business address is _____
951 W Yamato Road, #220, Boca Raton FL 33431
and (if applicable) its Federal Employer Identification Number (FEIN) is _____
Florida - 59-1707673

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

3. My name is Anthony Guglielmi
(please print name of individual signing)
and my relationship to the entity named above is CEO

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 proposal 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 proposals or applies to proposal 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 Contractor list. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted Contractor 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 Contractor list. (Please attach a copy of the final order.)

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



(signature)

March 6, 2026

(date)

STATE OF Florida

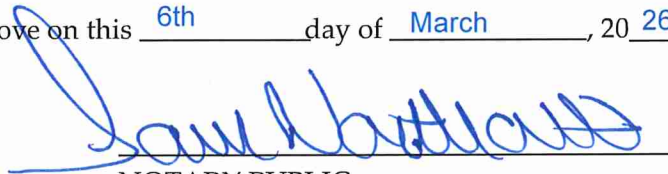
COUNTY OF Palm Beach

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Anthony Guglielmi who, after first being sworn by me, affixed his/her
(name of individual signing)

signature in the space provided above on this 6th day of March, 20 26.

My commission expires:



NOTARY PUBLIC



Samantha Northcutt
Comm.: HH 480938
Expires: Jan. 15, 2028
Notary Public - State of Florida

CITY OF KEY WEST INDEMNIFICATION FORM

To the fullest extent permitted by law, the Contractor 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 Contractor, 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 Contractor'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 proposal 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 Contractor 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 Contractor or of any third party to whom Contractor may subcontract a part or all of the Work. This indemnification shall continue beyond the date of completion of the work.

CONTRACTOR: 951 W Yamato Road, #220, Boca Raton FL 33431

SEAL:

Address

Signature

Anthony Guglielmi

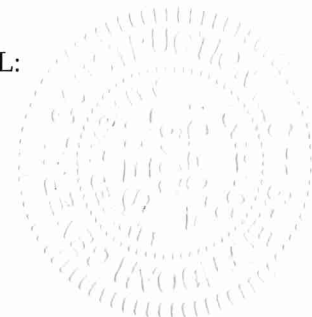
Print Name

CEO

Title

DATE:

March 6, 2026



EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF Florida)

: SS

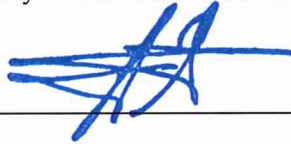
COUNTY OF Palm Beach)

I, the undersigned hereby duly sworn, depose and say that the firm of _____

Shenandoah General Construction, LLC

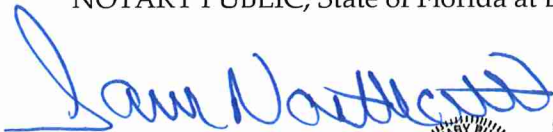
provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances Sec. 2-799.

By: Anthony Guglielmi



Sworn and subscribed before me this 6th day of March 2026.

NOTARY PUBLIC, State of Florida at Large



My Commission Expires:



Samantha Northcutt
Comm.: HH 480930
Expires: Jan. 15, 2020
Notary Public - State of Florida

CONE OF SILENCE AFFIDAVIT

STATE OF Florida)

: SS

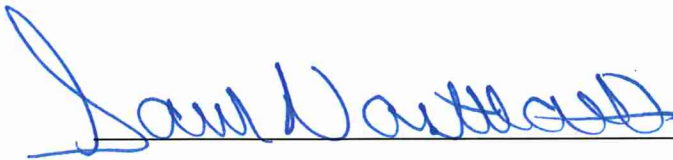
COUNTY OF Palm Beach)

I, the undersigned hereby duly sworn, depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Shenandoah General Construction, LLC 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: 
Anthony Guglielmi

Sworn and subscribed before me this

6th day of March 2026.



NOTARY PUBLIC, State of Florida at Large

My Commission Expires:  Samantha Northcutt
Comm.: HH 480938
Expires: Jan. 15, 2028
Notary Public - State of Florida

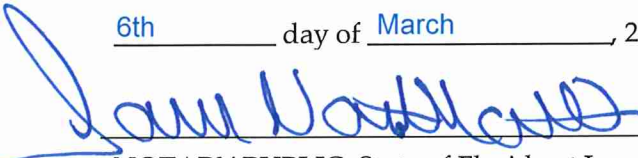
NON-COLLUSION AFFIDAVIT

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: 
Anthony Guglielmi

Sworn and subscribed before me this

6th day of March, 2026.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires:  Samantha Northcutt
Comm.: HH 480938
Expires: Jan. 15, 2028
Notary Public - State of Florida

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 Contractors who are awarded contracts with the City to verify employee eligibility using the E-Verify System. As before, Contractors 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, Contractors 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 Contractor to ensure compliance with all applicable E-Verify requirements.**

By executing this affidavit, the undersigned contractor verifies its 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 repropoed costs, if applicable.

3/6/26

Date



(Signature of Authorized Representative)

State of Florida,

County of Palm Beach

Personally Appeared Before Me, the undersigned authority, Anthony Guglielmi who, being personally know or having produced his/her signature in the space provided above on this 6th day of March, 2026.

Samantha Northcutt

Signature, Notary Public



Samantha Northcutt
Comm.: HH 480938
Expires: Jan. 15, 2028
Notary Public - State of Florida

Commission Expires

Stamp/Seal:

**AFFIDAVIT ATTESTING TO NONCOERCIVE CONDUCT
FOR LABOR OR SERVICES**

Entity/Contractor Name: Shenandoah General Construction, LLC

Contractor FEIN: 59-1707673

Contractor's Authorized Representative: Anthony Guglielmi - Chief Executive Officer
(Name and Title)

Address: 951 W Yamato Road, #220

City: Boca Raton State: FL Zip: 33431

Phone Number: 954-975-0098

Email Address: s.northcutt@shenandoahus.com

As a nongovernmental entity executing, renewing, or extending a contract with a government entity, Contractor is required to provide an affidavit under penalty of perjury attesting that Contractor 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 Contractor, I certify under penalties of perjury that Contractor does not use coercion for labor or services in accordance with Section 787.06. Additionally, Contractor has reviewed Section 787.06, Florida Statutes, and agrees to a proposal by same.

Certified By: Anthony Guglielmi, who is authorized to sign on behalf of the above referenced company.

Authorized Signature: 

Print Name: Anthony Guglielmi

Title: CEO

**CONTRACTOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LISTS**

Respondent Contractor Name: Shenandoah General Construction, LLC

Contractor FEIN: 59-1707673

Contractor's Authorized Representative Name and Title: Anthony Guglielmi - Chief Executive Officer

Address: 951 W Yamato Road, #220

City: Boca Raton State: FL Zip: 33431

Phone Number: 954-975-0098

Email Address: anthony@shenandoahus.com

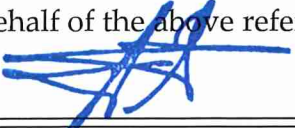
Section 287.135(2)(a), Florida Statutes, prohibits a company from proposing on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created 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 proposing 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 Contractor 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: Anthony Guglielmi CEO

Print Name *Print Title*

who is authorized to sign on behalf of the above referenced company.

Authorized Signature: 



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

GUGLIELMI, ANTHONY

SHENANDOAH GENERAL CONSTRUCTION, LLC
1888 NW 22ND STREET
POMPANO BEACH FL 33069

LICENSE NUMBER: CGC1524099

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 07/23/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

CONSTRUCTION INDUSTRY LICENSING BOARD

THE UNDERGROUND UTILITY & EXCAVATION CO HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

GUGLIELMI, ANTHONY

SHENANDOAH GENERAL CONSTRUCTION, LLC
1888 NW 22ND STREET
POMPANO BEACH FL 33069

LICENSE NUMBER: CUC1225783

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 07/23/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County

P.O. Box 3353, West Palm Beach, FL 33402-3353
www.pbctax.gov Tel: (561) 355-2264

****LOCATED AT****
951 W YAMATO RD STE 220
BOCA RATON FL 33431

Serving you.

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
GENERAL CONTRACTOR	GUGLIELMI ANTHONY	CGC1524099	U25.537236 9/3/2025	99.00	B40190698

This document is valid only when receipted by the Tax Collector's Office.

SHENANDOAH GENERAL CONSTRUCTION LLC
SHENANDOAH GENERAL CONSTRUCTION LLC
951 W YAMATO RD STE 220
BOCA RATON FL 33431

STATE OF FLORIDA
PALM BEACH COUNTY
2025 / 2026 LOCAL BUSINESS TAX RECEIPT
LBTR Number: 2025172339
EXPIRES: 9/30/2026

This receipt **MUST** be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

LOCAL BUSINESS TAX
RECEIPT # BTRC-011776

CITY OF BOCA RATON
BUSINESS TAX AUTHORITY

THIS IS NOT A BILL
Any changes in name address,
suite, ownership, etc. will require a
new application within 15 days to
avoid penalty or the license is null
and void.

SHENANDOAH GENERAL CONSTRUCTION,
LLC
Anthony Guglielmi
951 W YAMATO RD #220
BOCA RATON, FL 33431

**BUSINESS TAX RECEIPT
CERTIFICATE OF USE
EXPIRES: 9/30/26**

Current Year Taxes \$105.00
Total paid: \$105.00

SHENANDOAH GENERAL CONSTRUCTION, LLC
951 W YAMATO RD #220
BOCA RATON, FL 33431

has paid the business tax at the above address for the period
beginning the 1st day of October and ending the 30th day of
September to engage in the business, profession or occupation of:

Classification: GENERAL CONTRACTOR
Zoning Restrictions: SPA 05-11R1; Sec. 28-977. (c)

Welcome to the City of Boca Raton

We are proud to have your business in our city. Please **VERIFY** all information on your Business Tax Receipt/Certificate of Use and notify us by email at businesslicenses@myboca.us immediately if there are any errors.

All changes require an application with proper fees and documentation within 15 days of the change to avoid a penalty. If you make any changes to the business (examples: change of address within the city, expansion of space, change of ownership, change of business name, change of applicant/qualifier name, change of mailing address, change in nature of business operated, or add a new type of business at the same or at a different location) a new application must be filed within 15 days of the change to keep the account current and avoid paying a penalty. Please make sure the Division of Corporations (sunbiz.org) reflects all changes and submit a copy of your SUNBIZ filing with the application.

POST the top portion of this document at the above-referenced location in a place where it may be seen in public view.

DEACTIVATION: If you cease to operate this business entity, notify our office with proof that the Division of Corporations filing has been inactivated, including both Corporate and Fictitious Name filings.
If the business has moved out of the city, notify our office with proof that the principal address has been changed on Division of Corporations. All signage for discontinued business must be removed within 10 days.

A COURTESY EMAIL RENEWAL NOTICE will be sent to the email address on record 30 to 60 days prior to expiration. If you do not receive the renewal notice, you are still required to pay your business tax by September 30th.
Late fees and penalties will not be waived if you do not receive the notice.

RENEWAL of Business Tax may be done on-line through EHUB, in person, by using the drop-box, by mail, or at our physical location 200 NW 2nd Ave Boca Raton. Required regulatory documentation must be submitted if applicable.

FAILURE TO PAY your Business Tax before the close of business on September 30th will cause penalties to be applied towards your business tax renewal as indicated below:

Please call us at 561-393-7937 if you have any questions relating to your business needs.

PAYMENT AND PENALTY SCHEDULE

DATE PENALTY

EFFECTIVE:	SEPT 30	OCT 1	NOV 1	DEC 1	JAN 1	MAR 1
PENALTY:	0%	10%	15%	20%	25%	25% + \$250.00