

CITY OF KEY WEST

RFP Evaluation Meeting Sign-In Sheet

Solicitation No.: RFP No. 26-008





Solicitation Title: Services for Disaster Response

Meeting Purpose: Evaluation Committee Meeting

Date: 5/20/2026

Time: 12:00 PM

Location: 1300 White Street, Key West, FL 33040

No.	Printed Name	Title / Department / Company	Email Address	Signature
1	Grey BARROSO	Eng. Manager City of Key West	gbarroso@cityofkeywest-fl.gov	
2	Lucas Torres	City of Key West	lucas.torres@cityofkeywest-fl.gov	
3	Richard Bensh	Ashbritt	rich@ashbmitt.com	
4	Michael Anderson	EM Key West	michael.anderson@cityofkeywest-fl.gov	
5	TOOD STOUTON	cmo office (legislative)	tstoughton@cityofkeywest-fl.gov	
6				
7				
8				
9				
10				
11				
12				
13				
14				

Minutes

RFP Evaluation Committee Meeting

RFP 26-008 Services for Disaster Response

Location: City Commission Conference Room, 1300 White Street, Key West, Florida 33040

1. Call to Order

The meeting was called to order at [12:00 PM] by Lucas Torres-Bull

2. Roll Call/Attendance

The following members were present:

[Todd Stoughton], Committee Member

[Gregory Barroso], Committee Member

[Michael Anderson], Committee Member

[Lucas Torres-Bull], Procurement Representative (non-voting)

3. Purpose of Meeting

The purpose of the meeting is to evaluate the responses received in response to Request for Proposal (RFP) No. [RFP 26-008], for Disaster Response Services and to rank the firms based on their overall proposals in accordance with the evaluation criteria outlined in the RFP.

4. Overview of Evaluation Criteria

Evaluation Representative reviewed the evaluation process and criteria, which included the following:

Category	Points
1. Qualifications/Experience: <ul style="list-style-type: none">• Contractors past performance and experience in providing proposed services, including demonstrating relevant experience.• Qualifications and experience of Project Manager;• Qualification and experience of key personnel assigned to project;• Qualifications, experience, and past performance of Contractor/Qualifications, Experience and past performance of Subcontractors;• Number of other projects that all/some of proposed team and Subcontractors have worked together on;	10

	<ul style="list-style-type: none"> • Demonstrated understanding of island logistics, disaster debris operations, constrained-site staging, and similar tropical/coastal municipal conditions, as shown by past project experience, proposed plan, and mobilization approach; no points are awarded based solely on office location or local presence. 	
2.	<p>General Operations Plan:</p> <ul style="list-style-type: none"> • Documentation of understanding of Scope of Work and requirements; • Contractor's approach to the Project; • Contractor's equipment resources; • Subcontractor owned resources, capacity to perform; • Mobilization Plan Quality and sufficiency of staffing plan and organizational structure; • Proposed ticket quality assurance/quality control program. 	20
3.	<p>Financial Stability:</p> <ul style="list-style-type: none"> • Number of years the business has been in operations; • Size of projects successfully completed in the past 5 years • Strength of latest financial statement 	10
4.	<p>Past Performance (Reference Verifications):</p> <ul style="list-style-type: none"> • Total dollar amount of rejected reimbursements (FEMA Audit); • Number of rejected reimbursements(FEMA Audit); • Total Yards/Tons of debris handled by Contractor in the last five years; 	20
5.	<p>Cost Proposal Points:</p> <p>Lowest Lump Sum for handling 200,000 yards of debris (40 Points)</p> <p>Between 100.1% and 102% of Lowest Lump Sum (38.5 Points)</p> <p>Between 102.1% and 104% of Lowest Lump Sum (37 Points)</p>	40

Between 104.1% and 106% of Lowest Lump Sum (35.5 Points)	
Between 106.1% and 108% of Lowest Lump Sum (34 Points)	
Between 108.1% and 110% of Lowest Lump Sum (32.5 Points)	
Between 110.1% and 112% of Lowest Lump Sum (31 Points)	
Between 112.1% and 114% of Lowest Lump Sum (29.5)	
Between 114.1% and 116% of Lowest Lump Sum (28 Points)	
Between 116.1% and 118% of Lowest Lump Sum (26.5)	
Between 118.1% and 120% of Lowest Lump Sum (25 Points)	
Between 120.1% and 122% of Lowest Lump Sum (23.5 Points)	
Between 122.1% and 124% of Lowest Lump Sum (22 Points)	
Between 124.1% and 126% of Lowest Lump Sum (20.5 Points)	
Greater than 126% of Lowest Lump Sum (19 Points)	
Total Points	100

1) Review of Submittals

The committee reviewed and discussed the submittals received from the following proposer:

1. Ash Britt Toppino, LLC
2. CTC Disaster Response
3. DRC Emergency Services, LLC

4. EDS Immediate Solutions Delivered
5. Grubbs Emergency Services, LLC
6. Rapid Response Disaster Services, LLC
7. Southern Disaster Recovery, LLC
8. TFR Enterprises, Inc

Note: Each firm's submission was evaluated individually

2) Total Scoring and Ranking

Each committee member independently completed a scoring sheet. The individual scores were then compiled, and the firms were ranked in accordance with the results reflected in the Excel Scoring Matrix, which is attached to these minutes as a separate document.

3) Recommendation

Based on the following scoring outcome, the evaluation committee recommendation that the award for RFP 26-008 to Ash Britt Toppino, LLC.

4) Adjournment

There being no further business or discussions, the meeting was adjourned at 12:20PM.

Minutes prepared by:

Lucas Torres-Bull

Procurement Manager

05/20/2026

RFP 26-008 – Disaster Response Services

Proposal Evaluation Summary and Reviewer Scoring

The following evaluation summary was prepared based on review of the submitted proposals, responsiveness to the RFP requirements, operational capabilities, FEMA compliance familiarity, financial stability, Florida/Keys disaster experience, cost, and overall proposal quality. Scores and rankings are intended to reflect demonstrated ability to perform large-scale disaster debris operations for the City of Key West under constrained island logistics and FEMA reimbursement requirements.

Proposer	Qualifications	Operations	Financial	Past Performance	Cost	Total
Ash Britt Toppino, LLC	10	19	10	20	34	93
CTC Disaster Response	7	16	7	15	37	82
DRC Emergency Services, LLC	9	18	9	19	35.5	90.5
EDS Immediate Solutions Delivered	9	19	9	19	32.5	88.5
Grubbs Emergency Services, LLC	8	17	7	18	38.5	88.5
Rapid Response Disaster Services, LLC	8	18	7	16	40	89
Southern Disaster Recovery	9	18	9	18	31	85
TFR Enterprise, Inc	8	16	8	17	29.5	78.5

AshBritt/Toppino, LLC - Total Score: 93

Top ranked proposal. The AshBritt/Toppino team combined strong financial capacity and FEMA procurement experience with demonstrated Keys specific mobilization capability. The Toppino partnership supports operational readiness through local equipment, workforce familiarity, and island logistics experience. This score is based on demonstrated capacity, prior performance, and reduced execution risk; it is not based solely on incumbent status or local presence.

DRC Emergency Services, LLC - Total Score: 90.5

Very strong overall proposal with extensive Florida hurricane and Monroe County experience. DRC demonstrated operational realism and large-scale activation capability, FEMA familiarity, and strong debris management systems. DRC remains a close second and should be viewed as a highly qualified proposer rather than a materially weak proposal.

Rapid Response Disaster Services, LLC - Total Score: 89

Proposal was highly tailored to Key West conditions and demonstrated strong understanding of island logistics, TDMS limitations, canal and marine debris operations, and the practical constraints of post-storm response in the Florida Keys. Based on the final point totals, Rapid Response ranks third overall.

EDS Immediate Solutions Delivered - Total Score: 88.5

Very strong FEMA compliance, audit readiness, and documentation systems. The proposal demonstrated high level technical sophistication and experienced disaster leadership. EDS is particularly strong where reimbursement documentation, federal compliance, and audit support are emphasized.

Grubbs Emergency Services, LLC - Total Score: 88.5

Strong historical Florida Keys experience and practical field operations background. The proposal reflected substantial real world Monroe County disaster recovery familiarity. Grubbs ties EDS on total score; EDS is listed first only as a tie breaker preference for FEMA documentation and audit readiness strengths.

Southern Disaster Recovery - Total Score: 85

Polished and well-organized proposal with strong coastal response planning and financial capacity. Southern Disaster Recovery demonstrated a solid understanding of FEMA requirements and constrained site operations but ranked behind the highest scoring firms based on the combined criteria.

CTC Disaster Response - Total Score: 82

Strong self-performing operational model with substantial equipment resources. The proposal emphasized field execution and scalability; however, the record reflected less direct Keys specific experience and less overall proposal strength than the higher-ranked proposers.

TFR Enterprise, Inc. - Total Score: 78.5

Responsive proposal with relevant disaster response experience and adequate operational capabilities. The proposal was generally compliant but less comprehensive and less differentiated than the top ranked firms across the combined evaluation categories.

Overall Ranking:

Rank	Proposer	Score
1	AshBritt/Toppino, LLC	93
2	DRC Emergency Services, LLC	90.5
3	Rapid Response Disaster Services, LLC	89
4	EDS Immediate Solutions Delivered	88.5
5	Grubbs Emergency Services, LLC	88.5
6	Southern Disaster Recovery	85
7	CTC Disaster Response	82
8	TFR Enterprise, Inc.	78.5

Handwritten signature and date:
5-20-26

RFP 26-008 SERVICES FOR DISASTER RESPONSE RANKING

GREG BARROSO'S OVERALL RANKING

RANK	PROPOSER'S	OVERALL SCORE
1	AshBritt / Toppino, LLC	91.5
2	DRC Emg. Services, LLC	85
3	Grubbs Emg. Services, LLC	84.5
4	Rapid Response Disaster Services, LLC	84
5	EDS Immediate Solutions Delivered	83
6	CTC Disaster Response	79.5
7	Southern Disaster Recovery	76.5
8	TFR Enterprise, Inc	73

To the best of my ability with no conflict of interest with any proposer the ranking of all proposals was conducted fairly, objectively, and independently based solely on the criteria established in the RFP documents, including:

- o Qualifications and Experience
- o General Operations Plan
- o Financial Stability
- o Past Performance
- o Cost

I acknowledge my responsibility to comply with all applicable procurement regulations, ethics requirements, and City policies governing competitive solicitations. Including, but not limited to, §§ 286.011 and 286.0113, Florida Statutes (Sunshine Law), Chapter 119, Florida Statutes (Public Records), Part III, Chapter 112, Florida Statutes (Code of Ethics), and City of Key West Code §§ 2-289 (Conflict of Interest) and 2-773 (Cone of Silence).



Greg Barroso Emergency Manager / KWFD Div. Chief

RFP 26-008 SERVICES FOR DISASTER RESPONSE RANKING

MICHAEL ANDERSON'S OVERALL RANKING

<u>RANK</u>	<u>PROPOSER'S</u>	<u>OVERALL SCORE</u>
8	TFR Enterprise, Inc	78.1
4	Grubbs Emg. Services, LLC	86.5
1	AshBritt / Toppino, LLC	90.5
6	Rapid Response Disaster Services, LLC	83.5
5	EDS Immediate Solutions Delivered	84
7	CTC Disaster Response	80
2	Southern Disaster Recovery	88
3	DRC Emg. Services, LLC	87

To the best of my ability with no conflict of interest with any proposer the ranking of all proposals was conducted fairly, objectively, and independently based solely on the criteria established in the RFP documents, including:

- o Qualifications and Experience
- o General Operations Plan
- o Financial Stability
- o Past Performance
- o Cost

I acknowledge my responsibility to comply with all applicable procurement regulations, ethics requirements, and City policies governing competitive solicitations. Including, but not limited to, §§ 286.011 and 286.0113, Florida Statutes (Sunshine Law), Chapter 119, Florida Statutes (Public Records), Part III, Chapter 112, Florida Statutes (Code of Ethics), and City of Key West Code §§ 2-289 (Conflict of Interest) and 2-773 (Cone of Silence).



Michael Anderson KWFD Training Lt.



Request for Proposal

Services for Disaster Response

RFP 26-008

Ethics, Sunshine Law, and Conflict of Interest

Individuals participating as an evaluator or serving as a subject matter expert in a competitive solicitation must review and be familiar with the following instructions, which are grounded in, but not limited to, §§ 286.011 and 286.0113, Florida Statutes (Sunshine Law), Chapter 119, Florida Statutes (Public Records), Part III, Chapter 112, Florida Statutes (Code of Ethics), and City of Key West Code §§ 2-289 (Conflict of Interest) and 2-773 (Cone of Silence).

Summary of Ethical Obligations

I. Generally

Contracts for commodities and contractual services must be awarded in a fair and open manner. Evaluators must act impartially, avoid impropriety and the appearance of impropriety, and comply with the City's Cone of Silence.

II. Ethics

As an individual participating in the solicitation specified above, I agree to adhere to the following ethical obligations:

1. I understand that, during the solicitation, a vendor may contact only the Procurement Manager in writing or as provided in the solicitation documents and City Code 2-773. If a vendor contacts me about this solicitation, I will advise the vendor to contact the Procurement Manager (sole point of contact), and I will promptly notify the Procurement Manager and the City Clerk of the Communication and memorialize it in writing.
2. I will not correspond (verbally, electronically, or in writing) with a vendor concerning a competitive solicitation outside the permitted channel. I will not discuss this solicitation

with other evaluators outside of a properly noticed public meeting. All discussions, deliberations, and scoring must take place only during the official meeting.

3. I will not use this public position or disclose nonpublic information learned from my position to gain a benefit for myself or others.
4. I will not, directly or indirectly purchase, rent, or lease any realty, goods, or services for any agency from any business entity in which my spouse, my child, or I is an officer, partner, director, or proprietor, or in which my spouse, my child, or I has a material interest.
5. I will avoid impropriety and the appearance of impropriety with regard to fulfilling my duties related to this solicitation.
6. I will not solicit or accept any gift or anything of value based on an understanding that it would influence a decision or if it could be inferred that the benefit was intended to influence a decision.
7. I understand that bid tampering and other corrupt acts affecting the competitive process are prohibited.
8. I understand that I am also subject to the City of Key West's local conflict-of-interest ordinance 2-289. I will not vote on or participate in this solicitation if I have an actual conflict of interest. If I am the applicant or a representative of the applicant/vendor, I must fully recuse myself and may not be present during deliberations. I will not use my position as an evaluator to solicit or obtain business for personal benefit, and I will not use information not available to the public, gained through this process, for my personal gain or for the benefit of any other person or business.

Summary of Sunshine Law.

I. Generally

- A. Agency records and meetings of boards, commissions, and other governing bodies of state and local government agencies must be accessible to the public.
 1. Chapter 286, Florida Statutes, establishes the basic right of access to most of the above-mentioned records and meetings. A right of access means that the public has a right to attend governmental meetings and review governmental records. Access to public records and meetings is a right granted in the Florida Constitution.

II. Meetings

- A. The Sunshine law apply to evaluators and negotiators in a competitive solicitation.
- B. The entire decision-making process, including deliberations, discussions, scoring, ranking, and workshops, is subject to the Sunshine law – not just official meetings to vote on final decisions or actions.
- C. Whenever two or more members of a governmental body discuss matters on which foreseeable action could be taken by the body, that “meeting” is subject to the Sunshine

Law. This would apply even if two evaluation members were having a casual conversation and public business came up.

- D. During a solicitation, evaluators and subject matter experts should adhere to the following guidelines in communications:
1. There should be no communication about the solicitation between evaluators outside of public meetings.
 2. There should be no communication about the solicitation between vendors and evaluators or subject matter experts outside of the permitted written channel to the Procurement Manager (with copy to the City Clerk).. This includes e-mail and texts
 3. A public agency may not circumvent Sunshine law by using an intermediary to conduct public business outside of public meetings. A person who carries messages about public business from one public official to another in an attempt to resolve an issue outside of the Sunshine violates the law.
 4. For competitive solicitation, vendor oral presentations and Q&A sessions, negotiation strategy meetings, and negotiation sessions may be conducted in closed session under § 286.0113(2), Florida Statutes. Any such session must be audio-recorded in its entirety, and the recording together with any materials presented will remain confidential until the City posts its notice of intended decision or until 30 days after the opening of proposals or final replies, whichever occurs first, subject to limited statutory extensions.

III. Records

- A. Records produced in the course of a competitive solicitation process are subject to disclosure under the public records laws, unless a statutory exemption applies.
- B. "Public records" include the following: all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material (regardless of physical form, characteristics, or means of transmission) made or received pursuant to law or in connection with the transaction of official business by any agency. The only exceptions to production are records identified as confidential or exempt by the Florida Constitution and or state statute.
- C. The following records are exempt from disclosure under public records laws until a notice of intended decision is posted or until 30 days after the opening of the bids, proposals, or final replies (whichever occurs first):
1. The recording of, and any records presented at, the exempt meetings referenced in section 286.0113 (negotiations and negotiation strategy meetings)
 2. The sealed replies received by an agency pursuant to a competitive solicitation.

D. Drafts of documents that are shared with others are considered public records and must be produced upon request. Evaluators should use City systems and preserve notes and score sheets for the official file.

Evaluator Acknowledgement and Conflict of Interest

I, the undersigned, attest to the following:

1. I have read and understand the Summary of Ethical Obligations contained herein.
2. I have read and understand the Summary of Sunshine Law contained herein.
3. I am independent of, and have no conflict of interest of any kind, either directly or indirectly, with any vendor(s) that may be evaluated or selected during this solicitation.
4. My spouse, my children, and I do not have any financial or ownership interests in any vendor(s) that may perform the services being procured in this solicitation, and we do not have any contractual or business relationship, including serving on the board of directors, with any vendor(s) that may perform the services being procured in this solicitation.
5. I have not had any ownership interest, financial interest, contractual or business relationship with any organizations that may perform the services being procured in this solicitation such that would impede the full and faithful discharge of my public duties or that would create a conflict between my private interests and the performance of my duties as a public employee.
6. I will disclose to the Procurement Manager and City Clerk any past contractual or business interest or business relationship my child, spouse, or I have had with any vendor(s) that may be evaluated, selected, or perform the services being procured in this solicitation.
7. If I become aware of any conduct in violation of these provisions related to me or any other person involved in this solicitation, I will immediately notify the Procurement Manager and, if applicable, document any improper contact in writing and provide it to the Procurement Manager and City Clerk.
8. I will not disclose or use any information including any oral, written, or electronic material I may receive or review during this solicitation, except as otherwise required by law.
9. If I am contacted by any vendor(s) about this solicitation I will immediately notify the Procurement Manager.


SIGNATURE:

TOAN C. STOUGHTON
SIGNED BY (Print Name):

5-19-2026
DATE:



Request for Proposal
Services for Disaster Response
RFP 26-008

Ethics, Sunshine Law, and Conflict of Interest

Individuals participating as an evaluator or serving as a subject matter expert in a competitive solicitation must review and be familiar with the following instructions, which are grounded in, but not limited to, §§ 286.011 and 286.0113, Florida Statutes (Sunshine Law), Chapter 119, Florida Statutes (Public Records), Part III, Chapter 112, Florida Statutes (Code of Ethics), and City of Key West Code §§ 2-289 (Conflict of Interest) and 2-773 (Cone of Silence).

Summary of Ethical Obligations

I. Generally

Contracts for commodities and contractual services must be awarded in a fair and open manner. Evaluators must act impartially, avoid impropriety and the appearance of impropriety, and comply with the City's Cone of Silence.

II. Ethics

As an individual participating in the solicitation specified above, I agree to adhere to the following ethical obligations:

1. I understand that, during the solicitation, a vendor may contact only the Procurement Manager in writing or as provided in the solicitation documents and City Code 2-773. If a vendor contacts me about this solicitation, I will advise the vendor to contact the Procurement Manager (sole point of contact), and I will promptly notify the Procurement Manager and the City Clerk of the Communication and memorialize it in writing.
2. I will not correspond (verbally, electronically, or in writing) with a vendor concerning a competitive solicitation outside the permitted channel. I will not discuss this solicitation

with other evaluators outside of a properly noticed public meeting. All discussions, deliberations, and scoring must take place only during the official meeting.

3. I will not use this public position or disclose nonpublic information learned from my position to gain a benefit for myself or others.
4. I will not, directly or indirectly purchase, rent, or lease any realty, goods, or services for any agency from any business entity in which my spouse, my child, or I is an officer, partner, director, or proprietor, or in which my spouse, my child, or I has a material interest.
5. I will avoid impropriety and the appearance of impropriety with regard to fulfilling my duties related to this solicitation.
6. I will not solicit or accept any gift or anything of value based on an understanding that it would influence a decision or if it could be inferred that the benefit was intended to influence a decision.
7. I understand that bid tampering and other corrupt acts affecting the competitive process are prohibited.
8. I understand that I am also subject to the City of Key West's local conflict-of-interest ordinance 2-289. I will not vote on or participate in this solicitation if I have an actual conflict of interest. If I am the applicant or a representative of the applicant/vendor, I must fully recuse myself and may not be present during deliberations. I will not use my position as an evaluator to solicit or obtain business for personal benefit, and I will not use information not available to the public, gained through this process, for my personal gain or for the benefit of any other person or business.

Summary of Sunshine Law.

I. Generally

- A. Agency records and meetings of boards, commissions, and other governing bodies of state and local government agencies must be accessible to the public.
 1. Chapter 286, Florida Statutes, establishes the basic right of access to most of the above-mentioned records and meetings. A right of access means that the public has a right to attend governmental meetings and review governmental records. Access to public records and meetings is a right granted in the Florida Constitution.

II. Meetings

- A. The Sunshine law apply to evaluators and negotiators in a competitive solicitation.
- B. The entire decision-making process, including deliberations, discussions, scoring, ranking, and workshops, is subject to the Sunshine law—not just official meetings to vote on final decisions or actions.
- C. Whenever two or more members of a governmental body discuss matters on which foreseeable action could be taken by the body, that “meeting” is subject to the Sunshine

Law. This would apply even if two evaluation members were having a casual conversation and public business came up.

- D. During a solicitation, evaluators and subject matter experts should adhere to the following guidelines in communications:
1. There should be no communication about the solicitation between evaluators outside of public meetings.
 2. There should be no communication about the solicitation between vendors and evaluators or subject matter experts outside of the permitted written channel to the Procurement Manager (with copy to the City Clerk).. This includes e-mail and texts
 3. A public agency may not circumvent Sunshine law by using an intermediary to conduct public business outside of public meetings. A person who carries messages about public business from one public official to another in an attempt to resolve an issue outside of the Sunshine violates the law.
 4. For competitive solicitation, vendor oral presentations and Q&A sessions, negotiation strategy meetings, and negotiation sessions may be conducted in closed session under § 286.0113(2), Florida Statutes. Any such session must be audio-recorded in its entirety, and the recording together with any materials presented will remain confidential until the City posts its notice of intended decision or until 30 days after the opening of proposals or final replies, whichever occurs first, subject to limited statutory extensions.

III. Records

- A. Records produced in the course of a competitive solicitation process are subject to disclosure under the public records laws, unless a statutory exemption applies.
- B. "Public records" include the following: all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material (regardless of physical form, characteristics, or means of transmission) made or received pursuant to law or in connection with the transaction of official business by any agency. The only exceptions to production are records identified as confidential or exempt by the Florida Constitution and or state statute.
- C. The following records are exempt from disclosure under public records laws until a notice of intended decision is posted or until 30 days after the opening of the bids, proposals, or final replies (whichever occurs first):
1. The recording of, and any records presented at, the exempt meetings referenced in section 286.0113 (negotiations and negotiation strategy meetings)
 2. The sealed replies received by an agency pursuant to a competitive solicitation.

- D. Drafts of documents that are shared with others are considered public records and must be produced upon request. Evaluators should use City systems and preserve notes and score sheets for the official file.

Evaluator Acknowledgement and Conflict of Interest

I, the undersigned, attest to the following:

1. I have read and understand the Summary of Ethical Obligations contained herein.
2. I have read and understand the Summary of Sunshine Law contained herein.
3. I am independent of, and have no conflict of interest of any kind, either directly or indirectly, with any vendor(s) that may be evaluated or selected during this solicitation.
4. My spouse, my children, and I do not have any financial or ownership interests in any vendor(s) that may perform the services being procured in this solicitation, and we do not have any contractual or business relationship, including serving on the board of directors, with any vendor(s) that may perform the services being procured in this solicitation.
5. I have not had any ownership interest, financial interest, contractual or business relationship with any organizations that may perform the services being procured in this solicitation such that would impede the full and faithful discharge of my public duties or that would create a conflict between my private interests and the performance of my duties as a public employee.
6. I will disclose to the Procurement Manager and City Clerk any past contractual or business interest or business relationship my child, spouse, or I have had with any vendor(s) that may be evaluated, selected, or perform the services being procured in this solicitation.
7. If I become aware of any conduct in violation of these provisions related to me or any other person involved in this solicitation, I will immediately notify the Procurement Manager and, if applicable, document any improper contact in writing and provide it to the Procurement Manager and City Clerk.
8. I will not disclose or use any information including any oral, written, or electronic material I may receive or review during this solicitation, except as otherwise required by law.
9. If I am contacted by any vendor(s) about this solicitation I will immediately notify the Procurement Manager.

SIGNATURE:


Greg Barroso EM

SIGNED BY (Print Name):

5/20/2026

DATE:



Request for Proposal
Services for Disaster Response
RFP 26-008

Ethics, Sunshine Law, and Conflict of Interest

Individuals participating as an evaluator or serving as a subject matter expert in a competitive solicitation must review and be familiar with the following instructions, which are grounded in, but not limited to, §§ 286.011 and 286.0113, Florida Statutes (Sunshine Law), Chapter 119, Florida Statutes (Public Records), Part III, Chapter 112, Florida Statutes (Code of Ethics), and City of Key West Code §§ 2-289 (Conflict of Interest) and 2-773 (Cone of Silence).

Summary of Ethical Obligations

I. Generally

Contracts for commodities and contractual services must be awarded in a fair and open manner. Evaluators must act impartially, avoid impropriety and the appearance of impropriety, and comply with the City's Cone of Silence.

II. Ethics

As an individual participating in the solicitation specified above, I agree to adhere to the following ethical obligations:

1. I understand that, during the solicitation, a vendor may contact only the Procurement Manager in writing or as provided in the solicitation documents and City Code 2-773. If a vendor contacts me about this solicitation, I will advise the vendor to contact the Procurement Manager (sole point of contact), and I will promptly notify the Procurement Manager and the City Clerk of the Communication and memorialize it in writing.
2. I will not correspond (verbally, electronically, or in writing) with a vendor concerning a competitive solicitation outside the permitted channel. I will not discuss this solicitation

with other evaluators outside of a properly noticed public meeting. All discussions, deliberations, and scoring must take place only during the official meeting.

3. I will not use this public position or disclose nonpublic information learned from my position to gain a benefit for myself or others.
4. I will not, directly or indirectly purchase, rent, or lease any realty, goods, or services for any agency from any business entity in which my spouse, my child, or I is an officer, partner, director, or proprietor, or in which my spouse, my child, or I has a material interest.
5. I will avoid impropriety and the appearance of impropriety with regard to fulfilling my duties related to this solicitation.
6. I will not solicit or accept any gift or anything of value based on an understanding that it would influence a decision or if it could be inferred that the benefit was intended to influence a decision.
7. I understand that bid tampering and other corrupt acts affecting the competitive process are prohibited.
8. I understand that I am also subject to the City of Key West's local conflict-of-interest ordinance 2-289. I will not vote on or participate in this solicitation if I have an actual conflict of interest. If I am the applicant or a representative of the applicant/vendor, I must fully recuse myself and may not be present during deliberations. I will not use my position as an evaluator to solicit or obtain business for personal benefit, and I will not use information not available to the public, gained through this process, for my personal gain or for the benefit of any other person or business.

Summary of Sunshine Law.

I. Generally

- A. Agency records and meetings of boards, commissions, and other governing bodies of state and local government agencies must be accessible to the public.
 1. Chapter 286, Florida Statutes, establishes the basic right of access to most of the above-mentioned records and meetings. A right of access means that the public has a right to attend governmental meetings and review governmental records. Access to public records and meetings is a right granted in the Florida Constitution.

II. Meetings

- A. The Sunshine law apply to evaluators and negotiators in a competitive solicitation.
- B. The entire decision-making process, including deliberations, discussions, scoring, ranking, and workshops, is subject to the Sunshine law — not just official meetings to vote on final decisions or actions.
- C. Whenever two or more members of a governmental body discuss matters on which foreseeable action could be taken by the body, that "meeting" is subject to the Sunshine

Law. This would apply even if two evaluation members were having a casual conversation and public business came up.

- D. During a solicitation, evaluators and subject matter experts should adhere to the following guidelines in communications:
1. There should be no communication about the solicitation between evaluators outside of public meetings.
 2. There should be no communication about the solicitation between vendors and evaluators or subject matter experts outside of the permitted written channel to the Procurement Manager (with copy to the City Clerk).. This includes e-mail and texts
 3. A public agency may not circumvent Sunshine law by using an intermediary to conduct public business outside of public meetings. A person who carries messages about public business from one public official to another in an attempt to resolve an issue outside of the Sunshine violates the law.
 4. For competitive solicitation, vendor oral presentations and Q&A sessions, negotiation strategy meetings, and negotiation sessions may be conducted in closed session under § 286.0113(2), Florida Statutes. Any such session must be audio-recorded in its entirety, and the recording together with any materials presented will remain confidential until the City posts its notice of intended decision or until 30 days after the opening of proposals or final replies, whichever occurs first, subject to limited statutory extensions.

III. Records

- A. Records produced in the course of a competitive solicitation process are subject to disclosure under the public records laws, unless a statutory exemption applies.
- B. "Public records" include the following: all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material (regardless of physical form, characteristics, or means of transmission) made or received pursuant to law or in connection with the transaction of official business by any agency. The only exceptions to production are records identified as confidential or exempt by the Florida Constitution and or state statute.
- C. The following records are exempt from disclosure under public records laws until a notice of intended decision is posted or until 30 days after the opening of the bids, proposals, or final replies (whichever occurs first):
 1. The recording of, and any records presented at, the exempt meetings referenced in section 286.0113 (negotiations and negotiation strategy meetings)
 2. The sealed replies received by an agency pursuant to a competitive solicitation.

- D. Drafts of documents that are shared with others are considered public records and must be produced upon request. Evaluators should use City systems and preserve notes and score sheets for the official file.

Evaluator Acknowledgement and Conflict of Interest

I, the undersigned, attest to the following:

1. I have read and understand the Summary of Ethical Obligations contained herein.
2. I have read and understand the Summary of Sunshine Law contained herein.
3. I am independent of, and have no conflict of interest of any kind, either directly or indirectly, with any vendor(s) that may be evaluated or selected during this solicitation.
4. My spouse, my children, and I do not have any financial or ownership interests in any vendor(s) that may perform the services being procured in this solicitation, and we do not have any contractual or business relationship, including serving on the board of directors, with any vendor(s) that may perform the services being procured in this solicitation.
5. I have not had any ownership interest, financial interest, contractual or business relationship with any organizations that may perform the services being procured in this solicitation such that would impede the full and faithful discharge of my public duties or that would create a conflict between my private interests and the performance of my duties as a public employee.
6. I will disclose to the Procurement Manager and City Clerk any past contractual or business interest or business relationship my child, spouse, or I have had with any vendor(s) that may be evaluated, selected, or perform the services being procured in this solicitation.
7. If I become aware of any conduct in violation of these provisions related to me or any other person involved in this solicitation, I will immediately notify the Procurement Manager and, if applicable, document any improper contact in writing and provide it to the Procurement Manager and City Clerk.
8. I will not disclose or use any information including any oral, written, or electronic material I may receive or review during this solicitation, except as otherwise required by law.
9. If I am contacted by any vendor(s) about this solicitation I will immediately notify the Procurement Manager.

SIGNATURE:



SIGNED BY (Print Name):

DATE:

