



**SEALED QUALIFICATIONs  
PACKAGE FOR RFQ**

**No . 2 6 - 002 Fire Department ISO  
Class 1 Consultant**



February 23, 2026  
City Clerk  
City of Key West  
Attn: Lucas Torres-Bull, Procurement Manager  
1300 White Street  
Ket West, FL 33040

**RE: RF Q No.26-002 – Fire Department ISO Class 1 Consultant**

Dear Evaluation Committee,

On behalf of WELLS FIRE CONSULTING, INC., a Florida for Profit Corporation (“WFC”) we respectfully submit this Qualifications Package in response to the City of Key West Request for Qualifications for Fire ISO Consultant Services (RF Q No.26-002 – Fire Department ISO Class 1 Consultant).

WFC understands that the City of Key West is seeking experienced consulting support to achieve and/or maintain an ISO PPC Class 1 rating, reflecting the highest standards of fire protection, emergency communications, water supply, and community risk reduction. We understand that the our role would be advisory, analytical, and documentation-focused, providing comprehensive support across all components of the ISO Fire Suppression Rating Schedule (FSRS), including project management, gap analysis, ISO scoring projections, documentation review, interdepartmental coordination, and direct support during ISO evaluation or re-evaluation. Our firm has experience providing these services to the Key West Fire Department and we are prepared to support the City of Key West in achieving its fire protection and community risk reduction goals.

The primary contact for this Qualifications Package is:

Steven S. Wells Sr.  
3734 Paula Avenue  
Key West, FL 33040  
(305)-79707590  
Firewells7@aol.com

Authorized Secondary Contact:

The applicant also authorizes contact with Gregory Oropeza, Esq. regarding this application.

Gregory Oropeza, Esq.  
221 Simonton Street  
Key West, FL 33040  
(305)-294-0252  
greg@oropezastonescardenas.com

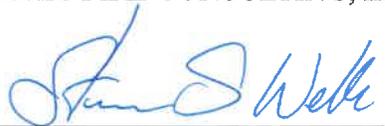
WFC acknowledges receipt of all addenda issued in connection with this RFQ and confirms that they have been reviewed and incorporated into our response.

We hereby confirm that WFC is able to meet all requirements of this solicitation. Our firm possesses the necessary qualifications, experience, personnel, and resources to perform the requested services in accordance with the City's requirements and schedule.

Thank you for the opportunity to submit our qualifications. We appreciate your consideration and look forward to the possibility of working with the City of Key West.

Sincerely,

WELLS FIRE CONSULTING, INC., a Florida for Profit Corporation



Steven S. Wells, President

3734 Paula Avenue  
Key West, FL 33040

## **Qualifications and Company Profile**

WELLS FIRE CONSULTING, INC., a Florida for Profit Corporation (“WFC”), established in 2025 is a consulting firm headquartered at 3734 Paula Avenue Key West, Florida 33040. The firm provides professional services to municipal fire departments with a focus on helping fire departments achieve and maintain Class 1 ISO compliance through operational assessments, documentation management, and actionable recommendations. WFC ensures adherence to recognized standards and best practices, supporting departments in enhancing operational efficiency, safety, and service quality.

The firm specializes in services of ISO Compliance. Services are delivered through technical analysis, operational review, documentation support, and coordination with multiple municipal departments and stakeholders. Specifically, City of Key West, Utilities, Emergency Communications and Public Works.

WFC has experience providing ISO consulting services to municipal fire departments, including Key West, Florida where the firm has supported the Fire Department for over Thirty (30) years. The firm understands the unique challenges of serving a high-density, tourism-driven community, including the need for robust water supply, strategically located fire stations, emergency communications, and comprehensive community risk reduction programs.

WFC brings extensive, hands-on experience from working directly with the Key West Fire Department, supporting the achievement, maintenance, and improvement of ISO Public Protection Classification (PPC) ratings, including ISO Class 1. Leveraging this experience, WFC provides comprehensive services such as operational review, documentation and onsite support for staff to sustain Class 1 readiness. Our team is experienced in coordinating across multiple departments, including Fire, Utilities, Emergency Communications, and Public Works, to ensure interdepartmental compliance with ISO standards in the City of Key West.

## **Project Team and Key Personnel**

**Project Manager:**

**Name:** Steven S. Wells

**Title:** Owner/Operator of WELLS FIRE CONSULTING, INC., a Florida for Profit Corporation

**Education / Certifications / Credentials:** SEE ATTACHED RESUME

**Relevant Experience:** SEE ATTACHED RESUME

**Role and Responsibilities on this Project:** To maintain and solidify the ISO rating and to build the KWFD into a sustainable ISO Class 1 fire department moving forward.

# STEVEN WELLS

## CONTACT

 Key West, FL 33040

 (305)797-7590

 firewells7@aol.com

## SKILLS

- Operational efficiency
- Emergency management
- Personnel management
- Staff scheduling
- Fire regulations expertise
- Rescue operations

## CERTIFICATIONS

- CFR - Certified First Responder
- Certification in Hazardous Materials
- Company Officer
- Fire Service Building Construction
- Emergency Response to HAZMAT Incidents

## FLUSAR CERTIFICATIONS

- Vehicle and Heavy Equipment Extrication
- Rope Rescue
- Confined Space
- Trench and Excavation
- Structural Collapse Awareness
- Technician Level Vehicle and Heavy Equipment extrication
- Ariel Operations
- Florida State Fire Inspector
- ISO Fire Suppression Rating Schedule Certification
- Inspector and Safety Programming
- Florida Engine Company Decontamination
- Fire Codes and Standards
- Fire Safety Instructor
- Certified in Construction Documents and plan review

Highly professional emergency management leader prepared for challenges of high-responsibility role. Proven track record in overseeing complex emergency operations and guiding teams to effective outcomes. Known for reliability, adaptability, and strong leadership skills, fostering culture of excellence and safety.

## WORK HISTORY

December 2008 - July 2018

**Battalion Chief** *City of Key West Fire Department*, Key West, FL

- Acts as first in command of major firefighting operations in the absence of the Division Chiefs and/or Fire Chief.
- Assists the Division Chiefs and/or Fire Chief in the combat aspect of the management of the department; responds to fire alarms and determines whether the Division Chiefs and/or Fire Chief are needed at the scene, determines what equipment and apparatus are necessary; makes decisions as to the best methods of extinguishing fires and directs the work of personnel until relieved of commands by the Division Chiefs and/or Fire Chief.
- Inspects personnel, maintains discipline, effects and recommends disciplinary measures, and issues and transmits orders to personnel and fire units.
- Performs assigned administrative or technical duties in the maintenance, training, recording and reporting functions of the department.
- Investigates major complaints from the public in the absence of the Division Chiefs and/or Fire Chief.
- Performs fire department or fire/EMS service-related work as required.

May 2006 - December 2008

**Fire Captain** *City of Key West Fire Department*, Key West, FL

- Coordinated with other emergency services for efficient multi-agency responses to incidents.
- Trains, supervises and directs subordinate fire fighting personnel on assigned shift in the extinguishing of structural, flammable liquid, and grass fires; directs the placing of fire fighting equipment and apparatus to allow for the effective and efficient extinguishing of fire and for the rescue of person(s) who may be trapped or who are injured by fire.
- Directs the cleaning of quarters and of equipment and apparatus at the fire station on assigned shift, inspects personnel and maintains discipline; instructs and drills personnel in modern firefighting methods.
- Maintains records and prepares reports regarding personnel, alarms, supplies and other matters relating to the department, on an assigned shift.
- Performs fire department and fire/EMS work as required.

June 1996 - May 2006

**Fire Driver/Engineer** *City of Key West Fire Department*, Key West, FL

- Drive fire pumpers and trucks to scene of fire and prepares for pumping operation by seeing that hydrant connections are made; pumps water to fire at a designated pressure and sees that suction hose and fire hose are properly located; watches condition of motor and unit during operation and makes necessary adjustments or change.
- Operates all apparatus and equipment in Fire Department, as appropriate.
- Perform firefighting/EMS response duties as required.
- Participates in fire drills and attends classes in firefighting, hydraulics, pump operations and first aid.
- Checks engine daily and inspects pumping equipment; cleans equipment after returning from a fire.
- Assists in keeping fire station in a clean and orderly condition.
- Performs fire department or fire service-related work as required.

June 1988 - June 1996

**Firefighter** *City of Key West Fire Department*, Key West, FL

- Responds to fire alarms with a fire company; lays out and connects hose; holds nozzle and directs water or foam at the blaze; climbs ladder, uses chemical lines and extinguisher, axes, claw tools, ceiling hooks and other equipment.
- Makes opening in burning building for ventilation and entry; removes persons from burning or danger areas; prevents the spread of fire and protects property from damage by water or other firefighting materials.
- Administers EMS to persons suffering from injury or illness, extricates trapped persons.
- Performs routine housekeeping duties at a fire station, such as cleaning walls, windows, and floors; cares for, maintains and tests apparatus and equipment; makes minor repairs to the station and maintains grounds.
- Participates in company drills on such subjects as firefighting methods, equipment operation, EMS care and street and hydrant location.
- Performs fire department or fire service related work as required.
- Maintains, throughout employment with City, both Firefighter and Emergency Medical Technical certification.

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## EDUCATION

**High School Diploma**

**Key West High School, Key West, FL**

## **Relevant Experience / References**

The applicant brings more than 30 years of fire service experience with the City of Key West Fire Department, encompassing command leadership, emergency operations, fire prevention, inspection, and apparatus operations. This background provides a comprehensive understanding of the operational, administrative, and risk-reduction elements evaluated under the ISO Fire Suppression Rating Schedule (FSRS).

From December 2008 through July 2018, the applicant served as Battalion Chief, acting as the senior on-scene commander during major fire and emergency incidents. Responsibilities included directing multi-company and multi-agency operations, determining appropriate apparatus deployment, supervising personnel, maintaining discipline, and ensuring compliance with departmental policies and safety standards. The applicant coordinated closely with law enforcement, EMS, and mutual aid partners, ensuring efficient and effective incident management consistent with ISO operational benchmarks.

In addition to command responsibilities, the applicant performed critical administrative and technical functions, including training oversight, personnel evaluations, incident reporting, and response performance review. The applicant also investigated significant public complaints and operational issues, contributing to continuous improvement in service delivery and accountability.

From May 2006 through December 2008, the applicant served as Fire Captain, supervising assigned shifts, training personnel in modern firefighting methods, directing fireground tactics, and ensuring readiness of apparatus and equipment. This role emphasized frontline leadership, crew competency, and operational consistency core elements directly impacting ISO scoring categories related to personnel, training, and response.

Earlier service and experience included Fire Driver/Engineer (June 1996 – May 2006) and Firefighter (June 1988 – June 1996). As Driver/Engineer, the applicant operated fire pumpers and apparatus, managed pumping operations and water supply, conducted daily inspections, and maintained equipment reliability. As Firefighter, the applicant performed structural firefighting, rescue and extrication, EMS response, ventilation, and property conservation, while participating in continuous drills and operational training. Applicant also holds extensive certifications directly relevant to ISO Class 1 evaluation as evidenced by his resume.

The combination of experience, community connection and passion will excel the applicant in his mission to achieve the City of Key West's ISO Class 1 rating. Applicant knows what it takes to achieve the superior fire suppression capabilities, robust water supply infrastructure, efficient communication systems, and active community risk reduction programs reflective of the benchmark of excellence that is an ISO Class 1 Fire Department.

## References

### Reference 1

**Name:** Patti McLaughlin

**Title:** Former City Manager of Key West

**Organization:** The City of Key West

**Phone:** (305)-797-2624

**Email:** pmclauch@comcast.net

### Reference 2

**Name:** David Fraga

**Title:** Retired Fire Chief

**Organization:** City of Key West Fire Department

**Phone:** 305-797-8415

**Email:** Kwfd401@gmail.com

### Reference 3

**Name:** Billy Wardlow

**Title:** Former City Commissioner

**Organization:** The City of Key West

**Phone:** 305-296-2723

**Email:** dfcbw401@att.net

## **Project Approach and Methodology**

WELLS FIRE CONSULTING, INC., a Florida for Profit Corporation, proposes a structured and collaborative approach to assisting the City of Key West in achieving and/or maintaining its ISO PPC Class 1 rating. Our methodology begins with a comprehensive understanding of the ISO Fire Suppression Rating Schedule (FSRS) criteria and scoring methodology, including fire suppression operations, emergency communications, water supply systems, and community risk reduction programs.

To assess current conditions and identify gaps, we will analyze, support and recommend corrections as needed. This process will allow the team to develop actionable recommendations aligned with ISO standards.

Coordination with Key West Fire Department staff and other City departments including Utilities, Emergency Communications, Public Works, and IT will be a central component of our approach. We will maintain consistent communication and provide progress updates as needed to ensure alignment and accountability across all stakeholders.

Our team will provide comprehensive documentation development and ISO submission support, including monthly reports of all aspects of ISO rating system ensuring all necessary materials are prepared for ISO review.

Preparation for the ISO evaluation will include documentation reviews, operational assessments, gap analysis and stakeholder coordination. Post-evaluation support will focus on reviewing ISO findings, developing action plans, and operational adjustments.

Overall, WELLS FIRE CONSULTING, INC's approach is practical, structured, and collaborative, ensuring that all services are tailored to the unique operational and environmental conditions of Key West while positioning the Fire Department for continued ISO Class 1 compliance.

## **Project Management and Quality Control**

WELLS FIRE CONSULTING, INC., a Florida for Profit Corporation (“WFC”), proposes a structured project management approach to ensure the successful delivery of ISO PPC Class 1 consulting services for the City of Key West. Our approach emphasizes clear scheduling, effective coordination, and consistent communication among all project stakeholders. The project team will develop a detailed project schedule with key milestones, deliverables, and deadlines, and will hold regular progress meetings with Fire Department leadership and relevant City departments, including Utilities, Emergency Communications, Public Works, and IT, to ensure alignment and timely completion of all tasks.

To maintain the highest standards of quality control, WFC will implement internal review procedures at each stage of the project. All deliverables including operational assessments, compliance analysis, reports and recommendations will undergo multi-level review by senior project staff to verify accuracy, completeness, and compliance with ISO FSRS criteria.

Our methods for ensuring accuracy, completeness, and ISO compliance include organized data collection, cross-checking information with official department records, and conducting compliance analysis aligned with current ISO FSRS criteria. . Any findings or recommendations will be carefully documented, verified, and presented in a clear format suitable for both internal decision-making and ISO submission.

By combining structured project management, proactive coordination, and rigorous quality control, WFC ensures that all work products meet or exceed ISO standards and are fully aligned with the operational realities and unique challenges of Key West, including its high-density, tourism-driven population and complex interdepartmental requirements.

## **Availability and Capacity**

WELLS FIRE CONSULTING, INC., a Florida for Profit Corporation (“WFC”), confirms its ability to commence services immediately upon contract execution ensuring no delays in supporting the City of Key West Fire Department in achieving and/or maintaining its ISO PPC Class 1 rating. The firm’s sole assigned key personnel assigned to this project brings extensive expertise and will be fully dedicated to the project throughout the contract term, providing focused, consistent, and highly effective guidance to meet the Department’s objectives.

Anticipated workload during the contract term is 25-40 hours weekly and our team is prepared to dedicate our time to maintain and improve the City of Key West’s ISO rating.

WFC has structured its resources to ensure the availability of key personnel for on-site support, remote collaboration, and rapid response to City inquiries. If needed, the firm can augment the project team with documentation support and increased on-site or remote engagement to address evolving project demands or urgent ISO-related issues.

All project deliverables, including compliance assessments and written reports, will be completed in a timely manner with current ISO standards and NFPA guidelines, ensuring accuracy, completeness, and compliance with ISO FSRS standards.

This approach ensures that the City of Key West receives uninterrupted, dedicated advisory and project management support, tailored to the unique operational and environmental conditions of a high-density, tourism-driven island community, and that key personnel will remain engaged and available for the duration of the contract.

## **SECTION 4**

### **AFFIDAVITS AND CERTIFICATIONS**

**THE FOLLOWING MATERIALS ARE CONSIDERED ESSENTIAL AND NON-WAIVABLE FOR ANY RESPONSE TO AN REQUEST FOR QUALIFICATIONS.**

**BIDDERS SHALL SUBMIT THE SUBSEQUENT FORMS.**

#### **LIST OF ATTACHED FORMS:**

1. Anti-kickback Affidavit
2. Non-Collusion Affidavit
3. Sworn Statement Pursuant to Section 287.133(3)(A), on Public Entity Crimes
4. Equal Benefits for Domestic Partners Affidavit
5. Cone of Silence Affidavit
6. Affidavit Attesting to Noncoercive Conduct for Labor or Services
7. Vendor Certification Regarding Scrutinized Companies Lists
8. Indemnification Form
9. E-Verify Affidavit

**ANTI-KICKBACK AFFIDAVIT**

STATE OF Florida )

: SS

COUNTY OF MONROE )

I, the undersigned hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the City of Key West as a commission, kickback, reward, or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By: Steven S. Wells Steven S. Wells

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this day of, 2024, by Steven wells.  
20th

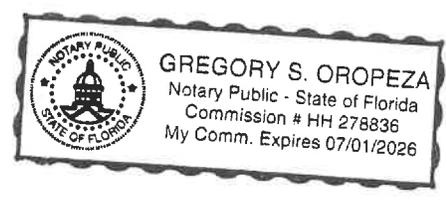
[Signature]  
(Signature of Notary Public- State of Florida)

(NOTARY SEAL)

\_\_\_\_\_  
(Name of Notary Typed, Printed, or Stamped)

Personally Known  OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_



**NON-COLLUSION AFFIDAVIT**

STATE OF Florida

: SS

COUNTY OF MONROE

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

BY: Steven S Wells Steven S Wells

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this day of, 2020, by Steven Wells.  
20th

pn  
\_\_\_\_\_  
(Signature of Notary Public- State of Florida)

(NOTARY SEAL)



\_\_\_\_\_  
(Name of Notary Typed, Printed, or Stamped)

Personally Known X OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

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

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

1. This sworn statement is submitted with Bid or Qualifications Package for RF Q No. 26-002  
Fire Department ISO Class 1 consultant to The City of KeyWest.
2. This sworn statement is submitted by: WELLS FIRE CONSULTING INC.  
(Name of entity submitting sworn statement)  
whose business address is:  
3734 Paula Avenue Key West, FL 33040  
and (if applicable) its Federal Employer Identification Number (FEIN) is: 41-311438

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

3. My name is Steven Wells  
(Please print name of individual signing)

and my relationship to the entity named above is: president

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, any bid or contract for goods or services to be provided to any public or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies).

Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature) Steven S. Wells  
Steven S. Wells  
 (Date) 2-20-2026

STATE OF Florida

COUNTY OF Monroe

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this day of 2026, by Steven S. Wells

20m

[Signature]  
 (Signature of Notary Public- State of Florida)

(NOTARY SEAL)



(Name of Notary Typed, Printed, or Stamped)

Personally Known X OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_



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

Entity/Vendor Name: Wells Fire Consulting INC.  
Vendor FEIN: 41-3111438  
Vendor's Authorized Representative: STEVEN WELLS  
Address: 3734 PAULA AVENUE  
City: Key West State: Florida Zip: 33090  
Phone Number: 305-797-7590  
Email Address: firewells7@aol.com

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

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

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

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

Certified By: Steven S. Wells, who is authorized to sign on behalf of the above referenced company.

Authorized Signature: Steven S. Wells  
Print Name: Steven S. Wells  
Title: President

**EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT**

STATE OF Florida

: SS

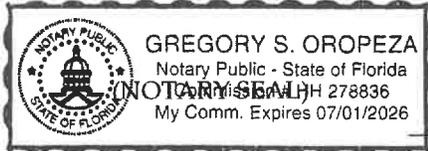
COUNTY OF Monroe

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

By: Steven S. Wells Steven S. Wells

Sworn to (or affirmed) and subscribed before me by means of [k] physical presence or [ ] online notarization, this day of, 2020, by Steven Wells.

[Signature]  
(Signature of Notary Public- State of Florida)



\_\_\_\_\_  
(Name of Notary Typed, Printed, or Stamped)

Personally Known X OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

**CONE OF SILENCE AFFIDAVIT**

Pursuant to City of Key West Code of Ordinances Section 2-773 (attached below)

STATE OF Florida

: SS

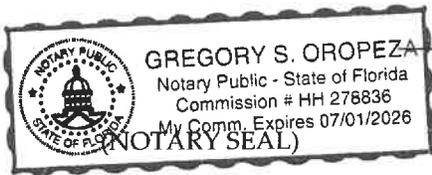
COUNTY OF MONROE

I, the undersigned hereby duly sworn, depose and say that all owner(s), partners, officers, directors, employees, and agents representing the firm of WELLS FIRE CONSULTING INC.

have read and understand the limitations and procedures regarding communications concerning City of Key West Code of Ordinances Sec. 2-773 Cone of Silence (attached).

By: Steven S Wells Steven S. Wells

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this day of, 2020, by Steven Wells.



[Signature]  
(Signature of Notary Public- State of Florida)

\_\_\_\_\_  
(Name of Notary Typed, Printed, or Stamped)

Personally Known  OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

Sec. 2-773. Cone of Silence.

- a. Definitions. For purposes of this section, reference to one gender shall include the other, use of the plural shall include the singular, and use of the singular shall include the plural. The following definitions apply unless the context in which the word or phrase is used requires a different definition:

(1) Competitive solicitation means a formal process by the City of Key West relating to the acquisition of goods or services, which process is intended to provide an equal and open opportunity to qualified persons and entities to be selected to provide the goods or services. Competitive solicitation shall include request for Qualifications Packages ("RFP"), request for qualifications ("RFQ"), request for letters of interest ("RFLI"), invitation to bid ("ITB") or any other advertised solicitation.

(2) Cone of silence means a period of time during which there is a prohibition on communication regarding a particular competitive solicitation.

(3) Evaluation or selection committee means a group of persons appointed or designated by the City to evaluate, rank, select, or make a recommendation regarding a vendor or the vendor's response to the competitive solicitation. A member of such a committee shall be deemed a City official for the purposes of subsection (c) below.

(4) Vendor means a person or entity that has entered into or that desires to enter into a contract with the City of Key West or that seeks an award from the City to provide goods, perform a service, render an opinion or advice, or make a recommendation related to a competitive solicitation for compensation or other consideration.

(5) Vendor's representative means an owner, individual, employee, partner, officer, or member of the board of directors of a vendor, or a Consultant, lobbyist, or actual or potential Subconsultant or sub-Consultant who acts at the behest of a vendor in communicating regarding a competitive solicitation.

- b. Prohibited communications. A cone of silence shall be in effect during the course of a competitive solicitation and prohibit:

(1) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the City's administrative staff including, but not limited to, the City manager and his or her staff;

(2) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the mayor, City commissioners, or their respective staff;

(3) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and any member of a City evaluation and/or selection committee; therefore, and

(4) Any communication regarding a particular competitive solicitation between the mayor, City commissioners, or their respective staff, and a member of a City evaluation and/or selection committee, therefore.

- c. Permitted communications. Notwithstanding the foregoing, nothing contained herein shall prohibit:

(1) Communication between members of the public who are not vendors or a vendor's representative and any City employee, official or member of the City commission;

(2) Communications in writing at any time with any City employee, official or member of the City commission, unless specifically prohibited by the applicable competitive solicitation. (A) However, any

written communication must be filed with the City clerk. Any City employee, official or member of the City commission receiving or making any written communication must immediately file it with the City clerk.

(B) The City clerk shall include all written communication as part of the agenda item when publishing information related to a particular competitive solicitation;

(3) Oral communications at duly noticed pre-bid conferences;

(4) Oral presentations before publicly noticed evaluation and/or selection committees;

(5) Contract discussions during any duly noticed public meeting;

(6) Public presentations made to the City commission or advisory body thereof during any duly noticed public meeting;

(7) Contract negotiations with City staff following the award of a competitive solicitation by the City commission; or

(8) Purchases exempt from the competitive process pursuant to section 2-797 of these Code of Ordinances;

d. Procedure.

(1) The cone of silence shall be imposed upon each competitive solicitation at the time of public notice of such solicitation as provided by section 2-826 of this Code. Public notice of the cone of silence shall be included in the notice of the competitive solicitation. The City manager shall issue a written notice of the release of each competitive solicitation to the affected departments, with a copy thereof to each commission member, and shall include in any public solicitation for goods and services a statement disclosing the requirements of this ordinance.

(2) The cone of silence shall terminate at the time the City commission or other authorized body makes final award or gives final approval of a contract, rejects all bids or responses to the competitive solicitation or takes other action which ends the competitive solicitation.

(3) Any City employee, official or member of the City commission that is approached concerning a competitive solicitation while the cone of silence is in effect shall notify such individual of the prohibitions contained in this section. While the cone of silence is in effect, any City employee, official or member of the City commission who is the recipient of any oral communication by a potential vendor or vendor's representative in violation of this section shall create a written record of the event. The record shall indicate the date of such communication, the persons with whom such communication occurred, and a general summation of the communication.

e. Violations/penalties and procedures.

(1) A sworn complaint alleging a violation of this ordinance may be filed with the City attorney's office. In each such instance, an initial investigation shall be performed to determine the existence of a violation. If a violation is found to exist, the penalties and process shall be as provided in section 1-15 of this Code.

(2) In addition to the penalties described herein and otherwise provided by law, a violation of this ordinance shall render the competitive solicitation void at the discretion of the City commission.

(3) Any person who violates a provision of this section shall be prohibited from serving on a City of Key

West advisory board, evaluation and/or selection committee.

(4) In addition to any other penalty provided by law, violation of any provision of this ordinance by a City of Key West employee shall subject said employee to disciplinary action up to and including dismissal.

(5) If a vendor is determined to have violated the provisions of this section on two more occasions it shall constitute evidence under City Code section 2- 834 that the vendor is not properly qualified to carry out the obligations or to complete the work contemplated by any new competitive solicitation. The City's purchasing agent shall also commence any available debarment from City work proceeding that may be available upon a finding of two or more violations by a vendor of this section. (Ord. No. 13-11, § 1, 6-18-2013)

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

Entity/Vendor Name: Wells Fire Consulting INC.  
Vendor FEIN: 41-3111438  
Vendor's Authorized Representative: STEVEN WELLS  
Address: 3734 PAULA AVENUE  
City: Key West State: Florida Zip: 33090  
Phone Number: 305-797-7590  
Email Address: firewells7@aol.com

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

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

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

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

Certified By: Steven S. Wells, who is authorized to sign on behalf of the above referenced company.

Authorized Signature: Steven S. Wells  
Print Name: Steven S. Wells  
Title: President

**CITY OF KEY WEST INDEMNIFICATION FORM**

Consultant agrees to protect, defend, indemnify, save and hold harmless The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, City's Consultant, agents, servants and employees, including volunteers, from and against any and all claims, debts, demands, expense and liability arising out of injury or death to any person or the damage, loss of destruction of any property which may occur or in any way grow out of any act or omission of the Consultant, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by the City as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, agents, servants and employees. The Consultant agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. The City of Key West does not waive any of its sovereign immunity rights, including but not limited to, those expressed in Section 768.28, Florida Statutes. Consultant understands and agrees that any and all liabilities regarding the use of any subconsultant or subconsultant for services related to this agreement shall be borne solely by the Consultant. Ten dollars of the consideration paid by the City is acknowledged by Consultant as separate, good and sufficient consideration for this indemnification. This indemnification shall be interpreted to comply with Section 725.06 and 725.08, Florida Statutes.

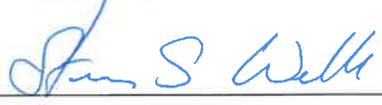
These indemnifications shall survive the term of this agreement. In the event that any action or proceeding is brought against the City of Key West by reason of such claim or demand, Consultant shall, upon written notice from the City of Key West, resist and defend such action or proceeding by counsel satisfactory to the City of Key West.

The indemnification provided above shall obligate Consultant to defend at its own expense to and through appellate, supplemental or bankruptcy proceeding, or to provide for such defense, at the City of Key West's option, any and all claims of liability and all suits and actions of every name and description covered above which may be brought against the City of Key West whether performed by Consultant, or persons employed or utilized by Consultant.

The CONSULTANT's obligation under this provision shall not be limited in any way by the agreed upon Contract Price as shown in this agreement, or the Consultant's limit of or lack of sufficient insurance protection.

CONSULTANT: WELLS FIRE CONSULTING INC. COMPANY SEAL

Address 3734 paula AVENUE  
KEY WEST, FL 33040

Signature   
STEVEN WELLS

Print Name

8-20-2026  
Date

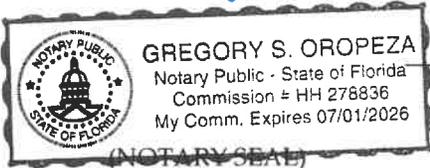
president  
Title

NOTARY FOR THE CONSULTANT

STATE OF Florida

COUNTY OF MONROE

The foregoing instrument was acknowledged before me by means [] physical presence or [] online notarization, this day of, 2020, by Steven Wells.



[Signature]  
(Signature of Notary Public- State of Florida)

\_\_\_\_\_  
(Name of Notary Typed, Printed, or Stamped)

Personally Known  OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

**THE CITY OF KEY WEST E-VERIFY AFFIDAVIT**

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

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

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

Furthermore, the undersigned Consultant agrees that it will continue to use E-Verify throughout the contract period, and should it employ or contract with any subconsultant(s) in connection with the performance of services pursuant to this Agreement with The City of Key West, Consultant will secure from such subconsultant(s) similar verification of compliance with Florida Statute § 448.095, by requiring the subconsultant(s) to provide an affidavit attesting that the subconsultant does not employ, or subcontract with, an unauthorized alien. Consultant 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. Consultant shall be liable for all costs incurred by the City of Key West to secure replacement Agreement, including but not limited to, any increased costs for the same services, and costs due to delay, and rebidding costs, if applicable.

2-20-2026  
Date

Steven S. Wells Steven S. Wells  
(Signature of Authorized Representative)

State of Florida  
County of MONROE

Personally Appeared Before Me, the undersigned authority, Steven Wells who,  being personally know or  having produced his/her signature in the space provided above on this 20<sup>th</sup> day of FEB, 20 20 20.

[Signature]  
Signature, Notary Public

Commission Expires



Stamp/Seal: