

Purchase Order		
Date	Purchase Order	Revision No.
<b>Oct 15, 2018</b>	<b>1900662401</b>	<b>0</b>
Contact	Kimberly Harrell	
Email	kharrell@sg.ufl.edu	
Phone		

Supplier Information		Ship To Information	
Supplier Name	Capital City Consulting LLC	Attn:	Kimberly Harrell
Address	101 E College Ave Ste 502 Tallahassee, FL 32301 US	Room/Area:	Suite 3000 J. Wayne Reitz Union
		655 REITZ UNION DR GAINESVILLE, FL 32611 United States	

Reference and Delivery Information		Bill To Information	
Quote number		Attn:	Kimberly Harrell
Customer Number		PO BOX 118505 GAINESVILLE, FL 32611	
Freight Terms	DES Destination-Freight Included		
Requested Delivery/Due Date			

PO Header Comments	One year renewal of contract signed in 2015
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Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 1	Florida Legislative & Executive Branch Representation for 18 / 19FY.		1/EA	13,750.00 USD	4 EA	55,000.00 USD
	<b>ADDITIONAL INFO</b>					
	UOM		1/EA			
	Estimated Cost/Fee per unit (not to exceed)		13,750.00			
	Service End Date		6/30/2019			

Governing terms can be found at UF Procurement Services website: <a href="https://procurement.ufl.edu/vendors/purchase-order-terms-and-conditions/">https://procurement.ufl.edu/vendors/purchase-order-terms-and-conditions/</a>	Total	<b>55,000.00 USD</b>
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#### Attachments for Supplier

Attachments for supplier

Capital+City+Cons...

Header	001	UF Phonebook and Invoicing Info	The University of Florida Electronic Phonebook can be found online at <a href="http://phonebook.ufl.edu/">http://phonebook.ufl.edu/</a> . For payment, invoices to the University of Florida should be emailed, one invoice per email, as a .pdf or .tif attachment to <a href="mailto:ufl@invoices.corcentric.com">ufl@invoices.corcentric.com</a>
	003	Terms and Conditions	Terms and Conditions are available at <a href="https://procurement.ufl.edu">https://procurement.ufl.edu</a> An Equal Opportunity Institution.
	13	Right to Terminate	The University of Florida reserves the right to terminate this order, in whole or part, upon giving thirty (30) days prior written notice to the seller.
	14	No Advance Payments	Advance payments are not authorized. Payment shall be authorized only after services have been rendered.
	25	UF Not Bound by Other Terms and Conditions	The University of Florida is not bound by special terms and conditions not made a part of this purchase order.



May 13, 2015

Ms. Joselin Padron-Rasines  
Mr. Nicholas Carrè  
University of Florida Student Government  
Via Electronic Mail

Re: 2015-2016 Lobbyist/Consultant Agreement

Dear Joselin and Nicholas:

Capital City Consulting, LLC, (hereinafter "CCC") welcomes the opportunity to continue to represent University of Florida Board of Trustees on behalf of its' Student Government (hereinafter "UFSG") as consultants/lobbyists before Florida's legislative and executive branches. Given our government affairs experience, we believe we are well equipped to enhance your efforts in Tallahassee. This letter of agreement is intended to set forth our understanding as to the nature, scope and terms of professional consulting services CCC has agreed to provide to UFSG. The University of Florida contract addendum is incorporated herein by reference.

**SCOPE OF SERVICES.** CCC agrees to represent UFSG as follows:

1. Organize a strategic planning session with UFSG to develop a state legislative platform for UFSG and schedule and attend meetings with elected officials for UFSG in Tallahassee.
2. Maximize support from the state legislative and executive bodies by drafting background information about pertinent legislation and/or amendments that affect UFSG issues, as determined by UFSG and CCC.
3. Attend all legislative committee meetings and hearings that relate to UFSG issues. Attendance at committee meetings is to be noted in weekly report, see Attachment A. In the case of CCC giving testimony before a committee, said testimony and discussion/outcome will be fully covered in weekly report to include at least a summary of the information presented to the committee or prepared report/testimony given.
4. Enhance awareness and presence of UFSG through a variety of public relations and marketing efforts.
5. When appropriate, or at the request or direction of the Student Body President and/or his or her designee, CCC shall testify in front of the Florida Legislature or other appropriate political bodies or committees on matters of importance to UFSG, and provide a full written report.
6. CCC shall be accessible to UFSG upon request or as needed; for advice, counsel and assistance with issues related to governmental relations.

7. CCC shall keep UFSG informed of activities in furtherance of the performance of services under this agreement, including a regular report of activities by CCC on behalf of UFSG, substantially in the form attached hereto as Exhibit "A". Such activities shall be reported to UFSG weekly during the Legislative Session and interim committee weeks and monthly when the Legislature is not formally meeting to keep UFSG informed.
8. Provide written and verbal end of session reports regarding issues important to UFSG following the adjournment sine die of the Florida Legislature from regular or special sessions.
  - a. Report and method of delivery as determined by UFSGA and CCC. Report may include a general overview of completed legislative session but MUST contain a section devoted to UFSG designated legislative priorities and the progress made in achieving those priorities.
  - b. Report to be delivered as follows:
    - i. Five (5) copies to SG Executive Officers.
    - ii. Two (2) copies to UF Legislative Affairs Office.
    - iii. One (1) copy to SG Advisor to be retained historical puposes
9. CCC will make a yearly presentation to SG Senate shortly after regular Florida legislative session ends. In event of a special session being called, CCC will highlight any issues to be covered by the special session that applies to UF Student Body. A written version of the yearly report to SG Senate will be made available SG Excutive Officer no later than 5 business days before the scheduled presentation to SG Senate. Presentation will be done during regularly scheduled SG Senate meeting. Presentation to be made in person or by two way video conferencing technology as agreed upon by SG Senate and CCC.

**TERM.** The term of this relationship shall begin on July 1, 2015 and continue until June 30, 2016. UFSG may renew this agreement for one-year periods for fiscal years 2016-2017, 2017-2018, and 2018-2019.

**FEES.** CCC will provide the above referenced professional services for a fee of \$55,000. The University's obligation is payable only and solely from funds appropriated for the purpose of the Agreement. The payment terms for the Agreement are Net 30 days on a quarterly basis.

**INDEPENDENT CONTRACTOR.** CCC and its employees, subcontractors and agents are independent contractors in the rendition of the services under this agreement and shall not hold itself out nor permit its employees, subcontractors or agents to hold themselves out, nor claim to be officers or employees of UFSG.

**ETHICAL AND LEGAL CONSIDERATIONS.** CCC agrees to comply with all applicable local, state and federal laws, rules and regulations in its representation of UFSG under this Agreement. In accordance with Florida reporting obligations required of lobbying firms, the firm must report percentages of this fee allocated to the legislative and executive branch services. 10% percent of this fee will be allocated toward the executive branch lobbying efforts and 90% will be allocated toward legislative.

**MISCELLANEOUS PROVISIONS.** This agreement sets forth the entire understanding of the parties and neither party hereto is relying upon any oral representations made by the other except as set forth in this Agreement.

Ron LaFace Jr., Chris Schoonover, Jen Gaviria, and Nick Iarossi will have primary responsibility for this engagement, but all firm members will be accessible as needed.

If you agree with the terms contained in this letter of agreement, please sign and date this document and return it to our office. We appreciate your business and look forward to continuing to serve you.

Sincerely,



Ron LaFace Jr.

I agree with the terms of this letter contract on behalf of UFSG. Signed on this 9 day of July 2015.

*Chris Spitzer*

cap@ufl.edu  
cs@cap@ufl.edu  
2015.07.09 10:41:20 -0500

Signature

7-9-2015

Date

