

**MASTER CONTRACTOR/SERVICES AGREEMENT**

THIS AGREEMENT (“Agreement”) is by and between the City of Delray Beach, a Florida municipal corporation (hereinafter referred to as the “City”) whose address is 100 NW 1<sup>st</sup> Avenue, Delray Beach, FL 33444 and ESO Solution, Inc. (hereinafter referred to as “Contractor”), a Florida Profit Corporation, whose address is 2803 Manor Rd, Austin, TX 78722, this \_\_\_\_ day of \_\_\_\_\_, 2026.

**WHEREAS**, the City desires to purchase products and support services for Electronic Patient Care Reporting (ePCR), Data Collection, and Prehospital Emergency Response Planning and Augmentation for its Fire Rescue Department; and

**WHEREAS**, Eagle County Health Service District (a quasi-municipal corporation) dba Eagle County Paramedic Services (the “Principal Procurement Agency”) and the Public Safety Association, Inc. (the “Company”), issued Request For Bid (RFB) No. 2025-04 for ePCR, Data Collection, and Prehospital Emergency Response Planning and Augmentation; and

**WHEREAS**, in accordance with RFB No. 2025-04, the Company and Principal Procurement Agency entered into a three (3) year agreement, Contract No. 2025-04, with Contractor for products and services effective August 3, 2025 through August 2, 2028, with the option to renew for one (1) 24 (twenty-four) month term (the “Underlying Agreement”); and

**WHEREAS**, the City desires to procure ePCR, Data Collection, and Prehospital Emergency Response Planning and Augmentation from Contractor with the same terms and conditions provided under RFB No. 2025-04, subject to the terms and conditions of this Agreement, the City’s Purchasing ordinance, and Florida law; and

**WHEREAS**, Contractor agrees to extend the terms, conditions, and pricing of the Underlying Agreement to the City, subject to the terms and conditions of this Agreement.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein and other good and valuable consideration of which the parties hereto acknowledge, the parties agree as follows:

1. The above recitals are true and correct and are incorporated herein by reference.
2. The Contractor shall provide ePCR, Data Collection, and Prehospital Emergency Response Planning and Augmentation for the City in accordance with and pursuant to the same terms, conditions, and pricing of RFB No. 2025-04 procured by Principal Procurement Agency and the Company in accordance with the Contractor’s Price Proposal Summary attached hereto as Exhibit “A”.
3. This Agreement shall terminate on August 2, 2028, unless RFB No. 2025-04 is renewed by Principal Procurement Agency and the Company. If RFB No. 2025-04 is renewed, this Agreement shall automatically renew.
4. The City, at its sole discretion reserves the right to terminate this Agreement with or without cause immediately upon providing written notice to Contractor. Upon receipt of such notice, the Contractor shall not incur any additional costs under the Agreement. The City shall be liable only

for the reasonable costs incurred by Contractor prior to the date of the notice of termination. The City shall be the sole judge of "reasonable costs."

5. Subject to the limitation of liability in the Subscription Agreement included in ESO's response to RFB 2025-04, the Contractor shall indemnify and hold harmless the City and its officers, employees, agents, and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the City or its officers, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of actions, or proceedings of any kind or nature arising out of, relating to, or resulting from the performance of the agreement by the Contractor or its employees, agents, servants, partners, principals, or subcontractors. Subject to the limitation of liability in the Subscription Agreement included in ESO's response to RFB 2025-04, the Contractor shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits, or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon.

6. Whenever either Party desires to give notice to the other, such notice must be in writing, sent by certified United States Mail, postage prepaid, return receipt requested, or sent by commercial express carrier with acknowledgement of delivery, or by hand delivery with a request for a written receipt of acknowledgment of delivery, addressed to the party for whom it is intended at the place last specified. The place for giving notice shall remain the same as set forth herein until changed in writing in the manner provided in this section. For the present, the Parties designate the following:

For CITY:

City of Delray Beach  
100 N.W. 1st Avenue  
Delray Beach, Florida 33444  
Attn: City Manager

FOR CONTRACTOR:

ESO Solution Inc.  
2803 Manor Rd.  
Austin Texas 78722  
Email: zac.taylor@eso.com  
Attn: Zac Taylor

7. Neither this Agreement nor any right or interest herein shall be assigned, transferred, or encumbered without the written consent of the other Party.

8. This Agreement shall be construed in accordance with the City of Delray Beach's Code of Ordinances and the laws of the State of Florida. Any dispute relating to this Agreement shall only be filed in a court of competent jurisdiction in Palm Beach County, Florida, and each of the parties to this Agreement submits itself to the jurisdiction of such court. It is hereby understood and agreed that in the event any lawsuit in the judicial system, federal or state, is brought to enforce compliance with this contract or interpret same, or if any administrative proceeding is brought for the same purposes, each party shall pay their own attorney's fees and costs, including appellate fees and costs.

**9. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY OF DELRAY BEACH, CITY CLERK, 100 N.W. 1<sup>ST</sup> AVE., DELRAY BEACH FLORIDA. THE CITY CLERK'S OFFICE MAY BE CONTACTED BY PHONE AT 561-243-7050 OR VIA EMAIL AT [CITYCLERK@MYDELRAYBEACH.COM](mailto:CITYCLERK@MYDELRAYBEACH.COM).**

- a. Contractor shall comply with public records laws, specifically to:
- i. Keep and maintain public records required by the City to perform the service.
  - ii. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statute or as otherwise provided by law.
  - iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Contractor does not transfer the records to the City.
  - iv. Upon completion of the Agreement, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.
  - v. If the Contractor does not comply with this section, the City shall enforce the contract provisions in accordance with the contract and may unilaterally cancel this contract in accordance with state law.

10. Contractor is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this contract and may demand and obtain records and testimony from Contractor and its subcontractors and lower tier subcontractors. Contractor understands and agrees that in addition to all other remedies and consequences provided by law, the failure of Contractor or its subcontractors and lower tier subcontractors to fully cooperate with the Inspector General when requested may be deemed by the

City to be a material breach of this Agreement justifying its termination.

11. The continuation of this Agreement beyond the end of any fiscal year shall be subject to both the appropriation and the availability of funds in accordance with Florida law.

12. By entering into this Agreement, Contractor acknowledges its obligation to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." Contractor affirms and represents it is registered with the E-Verify system, utilizing same, and will continue to utilize same as required by law. Compliance with this section includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Failure to comply with this section will result in the termination of this Agreement, or if your subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If terminated for a violation of the statute by Contractor, the Contractor may be prohibited from conducting future business with the City or awarded a solicitation or contract for a period of 1 year after the date of termination. All costs incurred to initiate and sustain the aforementioned programs shall be the responsibility of the Contractor.

13. Pursuant to Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity. By execution of this Agreement, Contractor represents that it has not been placed on the discriminatory vendor list as provided in Section 287.134, Florida Statutes.

14. Pursuant to Section 287.135, Contractor is ineligible to enter into, or renew, this Agreement if Contractor is on the Scrutinized Companies that Boycott Israel List (as identified in Section 215.4725, Florida Statutes), or is engaged in a boycott of Israel.

- a. By entering into this Agreement, Contractor certifies that Contractor is not on the Scrutinized Companies that Boycott Israel List, and that Contractor is not engaged in a boycott of Israel.
- b. Contractor shall notify the City if, at any time during the term of this Agreement, Contractor is placed on the Scrutinized Companies that Boycott Israel List, or that Contractor is engaged in a boycott of Israel. Such notification shall be in writing and provided by Contractor to the City within ten (10) days of the date of such occurrence.
- c. In the event the City determines, using credible information available to the public, that Contractor has submitted a false certification or Contractor is found to have been placed on the Scrutinized Companies that Boycott Israel List or

engaged in a boycott of Israel, the City may, in its sole discretion, terminate this Agreement and seek a civil penalty, and other damages and relief, against Contractor, pursuant to Section 287.135, Florida Statutes. In addition, the City may pursue any and all other legal remedies against Contractor.

- d. Contractor shall not seek damages, fees, or costs against the City in the event the City terminates the Agreement pursuant to this provision.

15. By its execution of this Agreement, Contractor acknowledges that it has been informed by City of, and is in compliance with the terms of Section 287.133(2)(a) of the Florida Statutes which read as follows:

"A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list."

16. The Contractor and its services under this Agreement must comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations including, without limitation, American with Disabilities Act, 42 U.S.C. § 12101, Section 504 of the Rehabilitation Act of 1973, and any related federal, state, or local laws, rules, and regulations. The Contractor agrees to provide to the City all necessary certifications required by any federal, state, and local laws, ordinances, codes, rules and regulations. The Contractor's obligations under this Section shall survive termination, cancellation or expiration of this Agreement.

17. Pursuant to Fla. Stat. §286.101(3), where the amount of the Agreement is \$100,000.00 or more, Contractor shall disclose any current or prior interest of, any contract with, or any grant or gift received from a country of foreign concern with a value of \$50,000 or more that was received or in force during the previous five (5) years. Definitions, disclosure requirements and exceptions are found in Fla. Stat. §268.101. Contractor represents and warrants it has complied with Fla. Stat. §286.101, it has properly disclosed such interests, contracts, grants or gifts to the City before execution of this Agreement, and it will remain in compliance with Fla. Stat. §286.101 for the duration of this Agreement.

18. Section 287.138, Florida Statutes, prohibits the City from entering into a contract which would give access to an individual's personal identifying information with an entity with; a Controlling Interest (as that term is defined in sub-section 287.138(1)(a)), or full ownership, held by a Foreign Country of Concern (as that term is defined in sub-section 287.138(1)(c)), or with a principal place of business in a Foreign Country of Concern, unless the entity provides the City with an affidavit signed

by an officer or representative of the entity under penalty of perjury attesting that the entity does not meet any of the criteria in paragraphs (2)(a)-(c) of the statute. Upon submitting its Work Order, Contractor shall certify compliance with section 287.138, Florida Statutes, by executing the Proposer Certification regarding Entities of Foreign Countries of Concern, which is included in Attachment 2. The City reserves the right to terminate any agreement in which a CONTRACTOR provides a false certification or otherwise violates Section 287.138, Florida Statutes.

19. Contractor has fully complied with Florida Statute §787.06(13), which requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute as evidenced by affidavit provided to the City.

20. Contractor shall provide insurance in accordance with Exhibit "B" attached hereto.

21. The documents listed below are a part of this Agreement and are hereby incorporated by reference. In the event of inconsistency between the documents, unless otherwise provided herein, the terms of the following documents will govern in the following order of precedence:

- a. Terms and conditions as contained in this Agreement
- b. Terms and conditions of RFB No. 2025-04
- c. Contractor's response to Solicitation RFB No. 2025-04, including the terms and conditions of the ESO Subscription Agreement and any subsequent information submitted by Contractor during the evaluation and negotiation process.

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IN WITNESS WHEREOF, the City and Contractor executed this contract as of the day and year first above written.

ATTEST:

CITY OF DELRAY BEACH, FLORIDA

By: \_\_\_\_\_  
Alexis Givings, City Clerk

\_\_\_\_\_  
Thomas F. Carney, Jr., Mayor

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

By: \_\_\_\_\_  
Lynn Gelin, City Attorney

ESO Solutions, Inc.

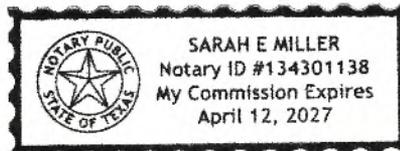
By: \_\_\_\_\_  
*[Signature]*

Print Name: Robert Munden

Title: Chief Legal and Compliance Officer

(SEAL)

STATE OF Texas  
COUNTY OF TRAVIS



The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 20 day of November, 2025 by Robert Munden (name of person), as Chief Legal Officer (type of authority) for ESO (name of party on behalf of whom instrument was executed).

Personally known  OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
Notary Public – State of Texas



Quote Date: 09/26/2025  
 Customer Name: Delray Beach Fire-Rescue  
 Quote #: Q-218990  
 Quote Expiration date: 09/30/2025  
 ESO Account Manager: Michael Stone

**CUSTOMER CONTACT**

Customer Delray Beach Fire-Rescue  
 Name Ronald Martin  
 Email martinro@mydelraybeach.com  
 Phone (561) 243-7400

**BILLING CONTACT**

Payor Delray Beach Fire-Rescue Address 501 W. Atlantic Ave  
 Name Mary Black Delray Beach FL, 33444  
 Email black@mydelraybeach.com Billing Frequency Annual  
 Phone 561-243-7435 Initial Term 12 months

**Fire**

Product	Volume	Price (USD)	Discount (USD)	Total (USD)	Fee Type
Telestaff Integration	17000 Incidents	\$2,095.00	(\$104.75)	\$1,990.25	Recurring
Fire Incidents CAD Integration	20000 Fire Incidents	\$3,673.00	(\$3,673.00)	\$0.00	Recurring
ESO Fire Incidents	20000 Fire Incidents	\$10,495.00	(\$524.75)	\$9,970.25	Recurring
Fire Data API	20000 Fire Incidents	\$4,090.00	(\$204.50)	\$3,885.50	Recurring
ESO Activities	20000 Fire Incidents	\$4,198.00	(\$209.90)	\$3,988.10	Recurring
Fire Setup & Online Training	3 Sessions	\$1,875.00	(\$1,875.00)	\$0.00	One-time
Fire Incidents NFIRS Data Import	20000 Fire Incidents	\$10,495.00	(\$10,495.00)	\$0.00	One-time

**On Demand Learning**

Product	Volume	Price (USD)	Discount (USD)	Total (USD)	Fee Type
On Demand Learning	226 Employees	\$4,720.00	(\$236.00)	\$4,484.00	Recurring

**EHR**

Product	Volume	Price (USD)	Discount (USD)	Total (USD)	Fee Type
EHR Cardiac Monitor Integration	17000 Incidents	\$1,360.00	(\$68.00)	\$1,292.00	Recurring
EHR Billing Interface	17000 Incidents	\$795.00	(\$39.75)	\$755.25	Recurring
EHR - Handtevy Integration	17000 Incidents	\$835.00	(\$41.75)	\$793.25	Recurring
EHR CAD Integration	17000 Incidents	\$2,995.00	(\$149.75)	\$2,845.25	Recurring
3rd Party Pre-Hospital Integration	17000 Incidents	\$835.00	(\$41.75)	\$793.25	Recurring
EHR Custom Forms & Validation	17000 Incidents	\$4,382.00	(\$219.10)	\$4,162.90	Recurring
ESO EHR	17000 Incidents	\$27,819.00	(\$1,390.95)	\$26,428.05	Recurring
NEMESIS Data Import (One-Time)	17000 Incidents	\$10,495.00	(\$10,495.00)	\$0.00	One-time
EHR Setup & Online Training	3 Sessions	\$1,875.00	(\$1,875.00)	\$0.00	One-time

\*Additional fees may be applied by Customer's billing or CAD vendor for certain integrations or interfaces, and Customer is encouraged to discuss this with the applicable vendor.



Quote Date: 09/26/2025  
Customer Name: Delray Beach Fire-Rescue  
Quote #: Q-218990  
Quote Expiration date: 09/30/2025  
ESO Account Manager: Michael Stone

<b>Total Recurring Fees</b>	USD \$61,388.05
<b>Total One-Time Fees</b>	USD \$0.00
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<b>TOTAL FEES</b>	USD \$61,388.05

All Fees herein are in USD



Quote Date: 09/26/2025  
 Customer Name: Delray Beach Fire-Rescue  
 Quote #: Q-218990  
 Quote Expiration date: 09/30/2025  
 ESO Account Manager: Michael Stone

**TERMS AND CONDITIONS:**

1. If the Customer indicated above has an existing master agreement with ESO (Agreement) dated on or after January 1, 2018, then that Agreement will govern this Quote. **Otherwise, Customer intends and agrees that this Quote adopts and incorporates the terms and conditions of the ESA and associated HIPAA business associate agreement hosted at the following web address, and that the products and services ordered above are subject thereto:**

<https://www.eso.com/legal-terms/>

- 2. The Effective Date of this Quote shall be the final date of signature.
- 3. Customer is responsible for the payment of all Fees shown. ESO will accept Fee payment from a payor (if indicated above) if ESO has an appropriate agreement with the Payor.
- 4. ESO reserves the right to not accept any Quote signed after the Quote Expiration Date.

**Delray Beach Fire-Rescue**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

The subscription term shall begin **15 calendar days** after the Effective Date (Subscription Start Date). All Fees are invoiced on or about the Effective Date. After the Initial Term, Recurring Fees are due on the anniversary of the Subscription Start Date.



Quote Date: 09/26/2025  
Customer Name: Delray Beach Fire-Rescue  
Quote #: Q-218990  
Quote Expiration date: 09/30/2025  
ESO Account Manager: Michael Stone

## EHR

Product	Description
NEMESIS Data Import (One-Time)	Import of legacy NEMESIS data from 3rd party vendor into ESO for reporting and record retrieval. Some limitations may apply.
EHR Setup & Online Training	Webinar Training Session
EHR Cardiac Monitor Integration	Interface to integrate cardiac monitor data into EHR mobile and web applications. Includes ongoing maintenance and support
EHR Billing Interface	Extract to send EHR data to your 3rd party billing software using standard XML output. Includes ongoing maintenance and support.
EHR - Handtevy Integration	Import of standard data set entered in the Handtevy application into ESO EHR
EHR CAD Integration	Interface to integrate CAD data into EHR mobile and web application. Includes ongoing maintenance and support. Additional fees from your CAD vendor may apply.
3rd Party Pre-Hospital Integration	EHR offers a 3rd Party Pre-Hospital Integration to reduce duplicate data entry for providers by allowing patient care record data to be started in a 3rd party pre-hospital system and then pushed into EHR.
EHR Custom Forms & Validation	ESO configured, agency specific custom validation rules or forms. Subscription enables the feature in EHR and provides up to eight (8) hours of professional services configuration time.
ESO EHR	Patient care reporting suite for ALS and Transport EMS agencies, includes EHR web and mobile client, Quality Management, Basic Personnel Management, Insights Reporting Tool, Analytics, Patient Tracker. Allows for unlimited users, unlimited mobile applications, live support, state and federal data reporting, ongoing weekly web training, software updates and upgrades.

## Fire

Product	Description
Fire Setup & Online Training	Setup and Webinar Training Session for ESO Fire.
Fire Incidents NFIRS Data Import	Data migration from previous RMS platform.
Telestaff Integration	Integration with Telestaff Rostering to place staff on the appropriate calls.
Fire Incidents CAD Integration	Allows for integration of CAD data into the FIRE application. Ongoing maintenance included. Additional fees from your CAD vendor may apply.
ESO Fire Incidents	Includes Auto EHR-import or Auto-CAD import, federal NFIRS data reporting, software updates and upgrades.
Fire Data API	Data API to access account data in the ESO Fire RMS suite.
ESO Activities	Application for tracking non-response activities, including Operations and Community Risk Reduction and Daily Log.

## On Demand Learning

Product	Description
On Demand Learning	Unlimited, online training for all ESO products.

## EXHIBIT B

### INSURANCE REQUIREMENTS

The required insurance coverage is to be issued by an insurance company authorized, licensed and registered to do business in the State of Florida, with the minimum rating of A- VIII or better, in accordance with the latest edition of A.M. Best's Insurance Guide. This insurance shall be documented in certificates of insurance which provides that the City of Delray Beach shall be notified at least thirty (30) days in advance of cancellation, non-renewal, or adverse change. The receipt of certificates or other documentation of insurance or policies or copies of policies by the City or by any of its representatives, which indicate less coverage than is required, does not constitute a waiver of the selected Proposer's obligation to fulfill the insurance requirements herein. Deductibles must be acceptable to the City of Delray Beach.

Vendors shall provide insurance coverage as follows:

- a. **WORKERS COMPENSATION AND EMPLOYER'S LIABILITY**  
Workers Compensation Insurance to apply for all employees in compliance with the "Workers Compensation Law" of the State of Florida and all applicable Federal laws. The City reserves the right not to accept exemptions to the Workers Compensation requirements of this solicitation.  
Employer's Liability Insurance with a limit of not less than \$100,000 for each accident, \$100,000 for each occurrence, and \$500,000 in the aggregate.
- b. **COMPREHENSIVE GENERAL LIABILITY**  
Comprehensive General Liability Insurance with minimum limits of One Million Dollars (\$1,000,000.00); and include Products/Completion Liability of One Million Dollars (\$1,000,000). Such certificate shall list the City as additional insured.  
  
NOTE: If Comprehensive General Liability limits are less than One Million Dollars (\$1,000,000.00), the sum of Comprehensive General Liability limits and Excess Liability limits must equal no less than One Million Dollars (\$1,000,000.00).
- c. **AUTOMOBILE LIABILITY**  
Automobile Liability Insurance to include owned, non-owned, and hired, with minimum limits of One Million Dollars (\$1,000,000.00) each occurrence.
- d. **PROFESSIONAL LIABILITY**  
Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) annual aggregate.
- e. **Cyber Liability Insurance** – Recommended minimum limit of \$5 million per occurrence or claim. Coverage should include, at a minimum: breach notification costs, forensic investigation, regulatory fines and penalties (where legally permissible), data restoration, and business interruption.

All renewal or replacement certificates of insurance shall be forwarded to the City Purchasing Department located at 100 N.W. 1st Ave., Delray Beach, FL 33444.