

# City of North Port



## Request for Bid No. 2025-37

**EMS SUPPLIES, EQUIPMENT, AND PHARMACEUTICALS**

**SECTION III. Check list followed by attachments 1-17**

<b>BIDDER CHECKLIST ATTACHMENTS TO BE COMPLETED AND RETURNED WITH BID</b>	<b>SUBMIT THIS CHECKLIST</b>
<b>SEALED RFB ENVELOPE LABEL</b>	
	<b>Check (v)</b>
<b>ATTACHMENT 1:</b> Excel Tabulation Price Sheet (must complete and Submit in Excel format on USB DRIVE). <b>DO NOT RECREATE THIS FORM</b>	✓
<b>ATTACHMENT 2:</b> Insurance Requirements and Acknowledgement ( <b>page 34 acknowledgment to be submitted</b> )	✓
<b>ATTACHMENT 3:</b> Bid Form	✓
<b>ATTACHMENT 4:</b> Statement of Organization	✓
<b>ATTACHMENT 5:</b> Addenda Form	✓
<b>ATTACHMENT 6:</b> Equipment and Source of Supply/Subcontractor List	<b>NOT REQUIRED</b>
<b>ATTACHMENT 7:</b> Qualifications and References	✓
<b>ATTACHMENT 8:</b> Non-Collusive Affidavit	✓
<b>ATTACHMENT 9:</b> Conflict of Interest	✓
<b>ATTACHMENT 10:</b> Public Entity Crime Information	✓
<b>ATTACHMENT 11:</b> Drug-Free Workplace Form	✓
<b>ATTACHMENT 12:</b> Affidavit Claiming Status as a Local Business or North Port Local Business Status (If not claiming, state N/A)	✓
<b>ATTACHMENT 13:</b> Scrutinized Company Certification Form	✓
<b>ATTACHMENT 14:</b> Lobbying Certification	✓
<b>ATTACHMENT 15:</b> Vendor's Certification For E-Verify System	✓
<b>ATTACHMENT 16:</b> FOREIGN ENTITY AFFIDAVIT	✓
<b>ATTACHMENT 17:</b> HUMAN TRAFFICKING AFFIDAVIT	✓

**ENVELOPES MUST BE MARKED**

**"SEALED BID ENVELOPE LABEL BELOW (NEXT PAGE)".**

**PLEASE NOTE:** Courier Packages (Fedex, UPS, etc.) shall be clearly marked.

**If not using label provided on the next page, please include the following on the outside envelope: COMPANY NAME, RFB #, RFB TITLE, DATE DUE, TIME DUE, SUBMITTED BY, NAME OF COMPANY, E-MAIL ADDRESS, TELEPHONE.**

Date: 06/04/2025

Signed (Person authorized to bind the company): PR Subbarayan

Name (printed): Subbarayan R Pochi Title: Manager

**SEALED RFB ENVELOPE LABEL**

Cut along the outer border and affix this label to your sealed solicitation envelope to identify it as a "Sealed RFB".

PLEASE PRINT CLEARLY

**SEALED RFB DOCUMENTS – DO NOT OPEN**

RFB #: 2025-37

RFB TITLE: EMS SUPPLIES, EQUIPMENT, AND PHARMACEUTICALS

DATE DUE: 06/12/2025

TIME DUE: 02:00 PM EDT

SUBMITTED BY: Agni Enterprises LLC (dba) Head to Heels Safety Supplies  
(Name of Company)

cservice@headtoheels.net  
e-mail address

305-712-6653  
Telephone

Deliver to:

**City of North Port  
Finance Department - Purchasing Division  
GEOFF THOMAS, Contract Administrator II  
4970 City Hall, 3 RD Floor, Suite 337  
North Port, Florida 34286**

**RFB NO. 2025-37 EMS SUPPLIES, EQUIPMENT, AND PHARMACEUTICALS**

Note: Submissions received after the time and date stated on the Notice of Availability will not be accepted.

## **ATTACHMENT 2:**

### **INSURANCE REQUIREMENTS**

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The City in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Contract by the Contractor, his agents, representatives, employees, or subcontractors. Contractor is free to purchase such additional insurance as may be determined necessary.

**LIMITS OF INSURANCE** - Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

#### **Requirements:**

##### **1. Commercial General Liability – Occurrence Form (CG 00 01)**

Policy shall include bodily injury, property damage, broad form contractual liability, and Explosion, Collapse and Underground (XCU) coverage. The general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

The Contractor shall procure and maintain, and require all subcontractors to procure and maintain a comprehensive general liability policy, including, but not limited to

- General Aggregate \$1,000,000
  - Each Occurrence \$1,000,000
  - products and completed ops \$1,000,000
  - damage to rented premises \$100,000
- a) The policy shall be endorsed to include the following additional insured language: "City of North Port and its officers, employees, agents and volunteers" shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor.
  - b) Contractor's subcontractors shall be subject to the same minimum requirements identified above.
  - c) Policy shall be endorsed for a waiver of subrogation against the City of North Port.

##### **2. Commercial Automobile Liability**

Bodily injury and property damage for any owned, hired, and non-owned vehicles used in the performance of this Contract. Automobile liability must be written on a standard ISO form (CA 00 01) covering any auto (Code 1), or if Contractor has no owned autos, hired (Code 8) and non-owned (Code 9) autos.

- Combined Single Limit (CSL) (Ea Accident) \$500,000
- Bodily Injury (per person) \$500,000
- Bodily Injury (per accident) \$500,000
- Property Damage (per accident) \$500,000

- a. Contractor's sub-contractors shall be subject to the same minimum requirements identified in this section.
- b. Policy shall contain a waiver of subrogation against the City of North Port.

### **3. Worker's Compensation and Employers' Liability (PER CHAPTER 440. FLORIDA STATUTES)**

The Contractor shall procure and maintain Worker's Compensation insurance for all his employees to be engaged in work on the project under this Contract and, in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation insurance for all of the latter's employees to be engaged in such work unless such employees are covered by protection afforded by the Contractor's Workers Compensation insurance. For additional information contact the Department of financial Services, Workers' Compensation Division at 850.413.1601 or on the web at [www.fldfs.com](http://www.fldfs.com). In case any class of employees engaged in hazardous work on the project under this Contract is not protected under the Worker's Compensation Statute, the Contractor shall provide, and shall cause each subcontractor to provide, Employer's Liability Insurance for the protection of such of his employees not otherwise protected under such provisions. The minimum liability limits of such insurance shall not be less than herein specified or in that amount specified by law for that type of damage claim.

Proof of such insurance shall be filed by the Contractor with the City within ten (10) days after the execution of this Contract.

#### **Workers' Compensation Employers' Liability**

- Each Accident, each employee, bodily injury or disease \$500,000.00
- a. Policy shall contain a waiver of subrogation against the City of North Port.
  - b. Contractor's sub-contractors shall be subject to the same minimum requirements identified in this section.
  - c. If the contractor has no employees, the contractor must submit to the City the Workers Compensation Exemption from the State of Florida.

### **GENERAL REQUIREMENTS:**

**A.** The City of North Port is to be named additional insured on **Comprehensive Commercial General Liability Policy and Auto Policy**. All certificates of insurance must be on file with and approved by the City before commencement of any work activities under this Contract.

Any and all deductibles to the above referenced policies are to be the responsibility of the Contractor. The Contractor's insurance is considered primary for any loss regardless of any insurance maintained by the City. The Contractor is responsible for all insurance policy premiums, deductibles, or SIR (self-insured retentions) or any loss or portion of any loss that is not covered by any available insurance policy.

All insurance policies must be issued by companies of recognized responsibility licensed to do business in Florida and must contain a provision that prohibits cancellation unless the City is provided notice as stated within the policy. It is the Contractor's responsibility to provide notice to the City.

**B. WAIVER OF SUBROGATION:** All required insurance policies, with the exception of Workers Compensation, are to be endorsed with a waiver of subrogation. The insurance companies, by proper endorsement or thru other means, agrees to waive all rights of subrogation against the City, its officers, officials, employees and volunteers, and the City's insurance carriers, for losses paid under the terms of these policies that

arises from the contractual relationship or work performed by the Contractor for the City. It is the Contractor's responsibility to notify their insurance company of the Waiver of Subrogation and request written authorization or the proper endorsement. Additionally, the Contractor, its officers, officials, agents, employees, volunteers, and any Subcontractors, agrees to waive all rights of subrogation against the City and its insurance carriers for any losses paid, sustained or incurred, but not covered by insurance, that arise from the contractual relationship or work performed. This waiver also applies to any deductibles or self-insured retentions the Contractor or its agents may be responsible for.

**C. POLICY FORM:**

1. All policies, required by this Contract, **with the exception of Workers Compensation**, or unless specific approval is given by Risk Management through the City's Purchasing Office, are to be **written on an occurrence basis**, shall name the City of North Port, its Commissioners, officers, agents, employees and volunteers as additional insured as their interest may appear under this Contract. Insurer(s), with the exception of Professional Liability and Workers Compensation, shall agree to waive all rights of subrogation against the City of North Port, its Commissioners, officers, agents, employees, or volunteers.
2. Insurance requirements itemized in this Contract, and required of the Contractor, shall be provided by or on behalf of all subcontractors to cover their operations performed under this Contract. The Contractor shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to subcontractors.
3. Each insurance policy required by this Contract shall:
  - a. Apply separately to each insured against whom claim is made and suit is brought, except with respect to limits of the insurer's liability.
  - b. Be endorsed to state that coverage shall not be suspended, voided or cancelled by either party except after notice is delivered in accordance with the policy provisions. The Contractor is to notify the City Purchasing Office by written notice via certified mail, return receipt requested.
4. The City shall retain the right to review, at any time, coverage, form, and amount of insurance.
5. The procuring of required policies of insurance shall not be construed to limit Contractor's liability nor to fulfill the indemnification provisions and requirements of this Contract. The extent of Contractor's liability for indemnity of the City shall not be limited by insurance coverage or lack thereof, or unreasonably delayed for any reason, including but not limited to, insurance coverage disputes between the Contractor and its carrier.
6. The Contractor shall be solely responsible for payment of all premiums for insurance contributing to the satisfaction of this Contract and shall be solely responsible for the payment of all deductibles and retentions to which such policies are subject, whether or not the City is an insured under the policy.
7. Claims Made Policies will be accepted for professional and hazardous materials and such other risks as are authorized by the City's Risk Office. All Claims Made Policies contributing to the satisfaction of the insurance requirements herein shall have an extended reporting period option or automatic coverage of not less than two (2) years. If provided as an option, the Contractor agrees to purchase

the extended reporting period on cancellation or termination unless a new policy is affected with a retroactive date, including at least the last policy year.

8. Certificates of Insurance Evidencing Claims Made or Occurrences form coverage and conditions to this Contract, as well as the contract number and description of work, are to be furnished to the City's Purchasing Office (4970 City Hall Boulevard, Suite 337, North Port, FL 34286) prior to commencement of work AND a minimum of thirty (30) calendar days prior to expiration of the insurance contract when applicable. All insurance certificates shall be received by the City's Purchasing Office before the Contractor will be allowed to commence or continue work. The Certificate of Insurance issued by the underwriting department of the insurance carrier shall certify compliance with the insurance requirements provided herein.

**Bidders should carefully review their existing insurances and consider their ability to meet these requirements prior to submission. The requirements should be forwarded to their agent, broker, and insurance providers for review**

Unless otherwise specified, it shall be the responsibility of the contractor to ensure that all subcontractors comply with the same insurance requirements spelled out above.

All certificates of insurance must be on file with and approved by the City of North Port Risk Division before the commencement of any work activities.

Bidder Statement:

We understand the requirements requested and agree to fully comply.

BIDDER'S NAME TITLE Subbarayan R Pochi TITLE Manager

AUTHORIZED SIGNATURE DATE PR Subbarayan DATE 06/04/2025

**THIS PAGE MUST BE COMPLETED AND SUBMITTED**

**ATTACHMENT 3:  
BID FORM**

Name of Bidder/Company Name: Agni Enterprises LLC (dba) Head to Heels Safety Supplies  
Business Address: 9021 SW 94th Street, Unit 510, Miami FL 33176  
City/State/Zip Code: Miami FL 33176  
Bidder/Company Telephone Number: 305-712-6653  
E-mail Address: cservice@headtoheels.net  
Contractor License #: L14000133871  
FEID #: 471699827

To the City Commission of the City of North Port pursuant to and in compliance with your notice inviting sealed bids (Invitation to Bid), Instructions to Bidders, and the other documents relating thereto, the undersigned Bidder, having familiarized himself/herself with the terms of the Contract documents, local conditions affecting the performance of the Contract, and the cost of the work at the place where the work is to be done, hereby proposes and agrees to perform within the time stipulated in the Contract, including all of its component parts and everything required to be performed, and to provide and furnish any and all of the labor, material, tools, expendable equipment, and all utility and transportation services and design of certain items necessary to perform the Contract and complete in a workmanlike manner, all of the work required in connection with the construction of said work all in strict conformity with the plans and specifications and other Contract documents for the prices hereinafter set forth.

The undersigned, as Bidder, does hereby declare that he has read the Request for Bids, Instructions to Bidders, General Provisions, Special Provisions, Technical Specifications & Conditions, Attachments, Exhibits, Insurance Requirements, Bid Form, Permit Fees, Plan Revisions, Plans, and any other reports or documentation for: **RFB 2025-37 EMS SUPPLIES, EQUIPMENT, AND PHARMACEUTICALS** and further agrees to furnish all items listed on the attached Bid Form in accordance with the unit price line items as indicated on the bid schedule form(s) submitted. The above specified documents are herein incorporated into the BidForm.

The undersigned as Bidder, declares that the only persons or parties interested in this submittal as principals are those named herein: that this submittal is made without collusion with any person, firm, or corporation: and he/she proposes and agrees, if the proposal is accepted, that he/she will execute a Contract with the City in the form set forth in the Contract documents and that he/she will accept in full payment thereof the following prices, to wit:

**PROJECT TOTAL:**

Thirteen thousand five hundred eighty-eight dollars and ninety-seven cents \$ \$13,588.97

Through the signing of this Bid Form, Bidder attests his/her bid is guaranteed for a period of not less than **one hundred-twenty (120) DAYS** from the date of the official bid opening.

Date: 06/04/2025

Signed (Person authorized to bind the company): PR Subbarayan

Name (printed): Subbarayan R Pochi Title: Manager

**THIS PAGE MUST BE COMPLETED AND SUBMITTED**



**ATTACHMENT 4:**

**STATEMENT OF ORGANIZATION**

The following information will be provided to the City of North Port for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, and capitalization is exactly as registered with the state or federal government.

**Company Name** Agni Enterprises LLC (dba) Head to Heels Safety Supplies

305-712-6653 cservice@headtoheels.net 888-592-3667

**Telephone #** 9021 SW 94th Street, Unit 510 **E-Mail**  **Fax #**

**Main Office Address** Miami FL 33176

**City**  **State**  **Zip Code**

**Address of Office Servicing City of North Port, if different than above:** ☒ SAME AS ABOVE

**Office Address**

**City**  **State**  **Zip Code**

**Telephone #** Subbarayan R Pochi, Manager **E-mail**  **Fax #**

**Name & Title of Firm Representative**

**Federal Identification Number:** 471699827

Bidder shall submit proof that it is authorized to do business in the State of Florida unless registration is not required by law.

**(Please Check One)**

**Is this a Florida Corporation:** ☒ Yes or ☐ No

**If not a Florida Corporation,**

In what state was it created:

Name as spelled in that State:

**What kind of corporation is it:** ☒ "For Profit" or ☐ "Not for Profit"

**Is it in good standing:** ☒ Yes or ☐ No

**Authorized to transact business in Florida:** ☒ Yes or ☐ No

State of Florida Department of State Certificate of Authority Document No.: L14000133871

Does it use a registered fictitious name: ☒ Yes or ☐ No

**Names of Officers:**

President: \_\_\_\_\_ Secretary: \_\_\_\_\_

Vice President: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Director: Malancha Sarkar / CEO Director: Subbarayan R Pochi / Manager

Other: \_\_\_\_\_ Other: \_\_\_\_\_

**Name of Corporation (As used in Florida):**

Agni Enterprises LLC (dba) Head to Heels Safety Supplies

(Spelled exactly as it is registered with the state or federal government)

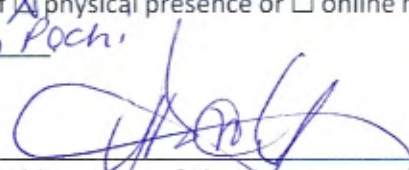
**Corporate Address:**

Post Office Box: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_  
Street Address: 9021 SW 94th Street, Unit 510, Miami FL 33176  
City, State, Zip: Miami FL 33176

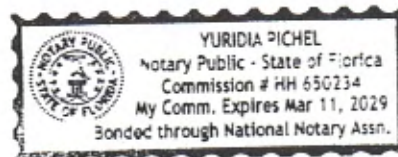
STATE OF FLORIDA

COUNTY OF Miami Dade

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this  
16<sup>th</sup> day of May 2025, by Subbarayan Pochi

  
Notary Public – State of Florida

Personally Known \_\_\_\_\_ OR Produced Identification ☒  
Type of Identification Produced Driver's License



Date: May 16<sup>th</sup> 2025

Signed (Person authorized to bind the company): PR Subbarayan 5716156

Name (printed): Subbarayan R Pochi Title: Manager

**THIS PAGE MUST BE COMPLETED AND SUBMITTED**

## ATTACHMENT 5

### ADDENDA ACKNOWLEDGEMENT

The undersigned acknowledges receipt of the following addenda, and the cost, if any, of such revisions has been included in the bid price.

Addendum No.	1	Dated	05/20/2025	Addendum No.		Dated	
Addendum No.	2	Dated	05/30/2025	Addendum No.		Dated	
Addendum No.	3	Dated	05/20/2025	Addendum No.		Dated	
Addendum No.	4	Dated	06/03/2025	Addendum No.		Dated	

Date: 06/04/2025

Signed (Person authorized to bind the company): PR Sullayan

Name (printed): Subbarayan R Pochi Title: Manager

(THIS PAGE MUST BE COMPLETED AND SUBMITTED)

**ATTACHMENT 7:**

**QUALIFICATIONS AND REFERENCES**

Vendor shall submit a minimum of two (2) recent (within the past five (5) years) references of projects of similar size and scope involving chemical deliveries and product consistency.

1. Business/Customer Name: Miami-Dade County Parks, Recreation and Open Spaces

Name of Contact Person/Title: Ernesto Martinez / Warehouse Manager

Telephone# 786-798-4732 Fax \_\_\_\_\_ E-mail Ernesto.Martinez@miamidade.gov

Address 12400 SW 152nd St. Miami, FL 33177

Phone Number \_\_\_\_\_

Duration of Contract or business relationship 2021 - Ongoing

Type of Services Provided Medical Supplies, Janitorial, Gloves

Contract Period: FROM 2021 TO Ongoing

Contract Price \$ \$27,000.00 Contract Price at Completion of the Project \$ \_\_\_\_\_

2. Business/Customer Name: Miami dade county Animal service department

Name of Contact Person/Title: Lia Portilla / Procurement and Inventory Manager

Telephone# (305) 418-7133 Fax \_\_\_\_\_ E-mail Lia.Portilla@miamidade.gov

Address 3599 NW 79th Avenue Doral, FL 33122

Phone Number \_\_\_\_\_

Duration of Contract or business relationship 2018 - On going

Type of Services Provided Veterinary Supplies, Janitorial

Contract Period: FROM 2018 TO Ongoing

Contract Price \$ \$75,000.00 Contract Price at Completion of the Project \$ \_\_\_\_\_

Date: 06/04/2025

Signed (Person authorized to bind the company): PR Subbarayan

Name (printed): Subbarayan R Pochi Title: Manager

**THIS PAGE MUST BE COMPLETED AND SUBMITTED**

3. Business/Customer Name: Miami-Dade Fire Rescue  
Name of Contact Person/Title: Annette Vasquez / Purchasing Specialist  
Telephone# 786-331-4243 Fax 786-331-4245 E-mail annette.vasquez@miamidade.gov  
Address 9300 NW 41st Street, Miami, FL 33178  
Contract Period: FROM 2018 TO Ongoing  
Contract Price \$ \$70,000.00 Contract Price at Completion of the Project \$ \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Duration of Contract or business relationship 2018 - On going  
Type of Services Provided Gloves  
Contract Period: FROM 2018 TO Ongoing  
Contract Price \$ \$70,000.00 Contract Price at Completion of the Project \$ \_\_\_\_\_  
4. Business/Customer Name: Lake County  
Name of Contact Person/Title: Gretchen Bechtel / Purchasing Agent  
Telephone# (352) 343-9765 Fax \_\_\_\_\_ E-mail gretchen.bechtel@lakecountyfl.gov  
Address 315 W. Main St., Suite 441 Tavares, FL 32778  
Phone Number \_\_\_\_\_  
Duration of Contract or business relationship 2023 - Ongoing  
Type of Services Provided Safety Supplies  
Contract Period: FROM 2023 TO Ongoing  
Contract Price \$ \$75,000.00 Contract Price at Completion of the Project \$ \_\_\_\_\_  
Date: 06/04/2025

Signed (Person authorized to bind the company): PR Subbarayan  
Name (printed): Subbarayan R Pochi Title: Manager

**THIS PAGE MUST BE COMPLETED AND SUBMITTED**

**ATTACHMENT 8:**

**NON-COLLUSIVE AFFIDAVIT**

Before me, the undersigned authority ("Affiant"), personally appeared:

Subbarayan R Pochi who, being first duly sworn, deposes and says that:

1. Affiant is the Manager *[insert Owner, Partner, Officer, Representative or Agent]* of Agni Enterprises LLC (dba) Head to Heels Safety Supplies, *[insert name of Contractor]* the Respondent that has submitted the attached reply;
2. Affiant is fully informed respecting the preparation and contents of the attached reply and of all pertinent circumstances respecting such reply;
3. Such reply is genuine and is not a collusive or sham reply;
4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm, or person to submit a collusive or sham reply in connection with the work for which the attached reply has been submitted: or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any respondent, firm, or person to fix the price or prices in the attached reply or of any other respondent, or to fix any overhead, profit, or cost elements of the reply price or the reply price of any other respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the reply work.

Signed, sealed, and delivered on 06/04/, 20 25.

PR Subbarayan

Signature

Subbarayan R Pochi

Printed Name

Manager

Title

**SWORN ACKNOWLEDGMENT**

STATE OF Florida

COUNTY OF Miami Dade

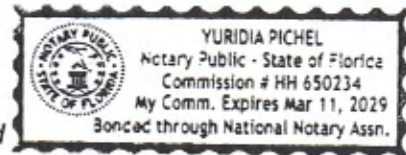
*PR Subbarayan* 5/16/25

Sworn to (or affirmed) and subscribed before me by means of ✓ physical presence or      online  
notarization, this 16<sup>th</sup> day of May 2025, by Subbarayan Pragasam

*[Signature]*  
Notary Public

Personally Known      OR Produced Identification ✓  
Type of Identification Produced Drivers License

*This page must be completed and submitted*



**ATTACHMENT 9:**  
**CONFLICT OF INTEREST FORM**

Florida Statutes Section 112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City of North Port, Florida ("City") either directly or indirectly.

**PART I.** *[Select and complete all that apply]:*

\_\_\_\_\_ I am an employee, public officer, or advisory board member of the City.

Identify the position and/or board: \_\_\_\_\_

\_\_\_\_\_ I am the spouse or child of an employee, public officer, or advisory board member of the City.

Identify the name of the spouse or child: \_\_\_\_\_

\_\_\_\_\_ I am an employee, public officer or advisory board member of the City, or my spouse or child, is an officer, partner, director, or proprietor of Respondent/Contractor or has a material interest in Contractor. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of Florida Statutes Section 112.313, indirect ownership does not include ownership by a spouse or minor child.

Identify the name of the person and the entity \_\_\_\_\_

\_\_\_\_\_ Bidder/Contractor employs or contracts with an employee, public officer, or advisory board member of the City.

Identify the name of the employee, public officer, or advisory board member  
\_\_\_\_\_

  X   None of the Above

**PART II: Will you request an advisory board member waiver?**

\_\_\_\_\_ I WILL request an advisory board member waiver under §112.313(12)

  X   I WILL NOT request an advisory board member waiver under §112.313(12)

\_\_\_\_\_ N/A

The City will review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any Contractor whose conflicts are not waived or exempt.



Signature of Person Authorized to Bind the Contractor

Subbarayan R Pochi



Printed Name

Manager

---

Title

06/04/2025

---

Date

***This page must be completed and submitted***

**ATTACHMENT 10:  
PUBLIC ENTITY CRIME INFORMATION**

As provided by F.S. §287.133, 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 on a Contract to provide any goods or services to a public entity, may not submit a bid on a Contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 Section 287, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I, Subbarayan R Pochi, being an authorized representative of the Respondent Agni Enterprises LLC (dba) Head to Heels Safety Supplies,

Located at: 9021 SW 94th Street, Unit 510

City: Miami State: Florida Zip Code: 33716, have read and understand the contents above. I further certify that Respondent is not disqualified from replying to this solicitation because of F.S. §287.133.

Signature: PR Subbarayan Date: 5/16/25

Telephone #: 305-712-6653 Fax #: 888-592-3667

Federal ID #: 471699827 E-mail: cservice@headtoheels.net

State of Florida

County of Miami Dade

STATE OF Florida

COUNTY OF Miami Dade

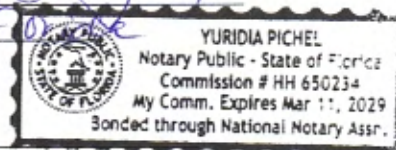
Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 16<sup>th</sup> day of May 2025, by Subbarayan Pochi

Notary Public – State of Florida

Personally Known ☐ OR Produced Identification ☒

Type of Identification Produced Drivers License

Date: May 16<sup>th</sup> 2025



Signed (Person authorized to bind the company): PR Subbarayan 5/16/25

Name (printed): Subbarayan R Pochi Title: Manager

**THIS PAGE MUST BE COMPLETED AND SUBMITTED**

**ATTACHMENT 11:**

**DRUG-FREE WORKPLACE FORM**

The undersigned, in accordance with Florida Statutes Section 287.087, hereby certifies that the Contractor, Agni Enterprises LLC (dba) Head to Heels Safety Supplies (Company Name):

1. Publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Gives each employee engaged in providing the commodities or Contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notifies employees that, as a condition of working on the commodities or Contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Imposes a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Makes a good faith effort to continue to maintain a drug free workplace through implementation of this section.

**Check one:**

✓ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

       As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

  
\_\_\_\_\_

Signature

Subbarayan R Pochi

Printed Name

Manager

Title \_\_\_\_\_

Date 06/04/2025

**THIS PAGE MUST BE COMPLETED AND SUBMITTED**

ATTACHMENT 12:

AFFIDAVIT

Claiming Status as a LOCAL BUSINESS

**\*\*CONTRACTOR MUST MEET ALL 4 REQUIREMENTS BELOW TO CLAIM LOCAL BUSINESS STATUS\*\***

State of Florida }  
County of Miami Dade } SS.

Before me, the undersigned authority, personally appeared:

Subbarayan R Pochi

who, being first duly sworn, deposes and says that:

1. I am the Manager (Owner, Partner, Officer, Representative or Agent) of Agni Enterprises LLC (dba) Head to Heels Safety Supplies, the Bidder that has submitted the attached proposal:

**AND**

2. I am fully informed respecting the operation and employees of the Bidder:

**AND**

3. I affirm that the Bidder has maintained a physical business address located within the limits of Sarasota County, Charlotte County or Desoto County for a period of six (6) months or more before submitting this bid, from which the Bidder operates or performs business. The qualifying local address is:

9021 SW 94th Street, Unit 510, Miami FL 33176

**AND**

4. I affirm that at least fifty percent (50%) of the Bidder's employees are residents of the City of North Port. If requested by the City, the Bidder will be required to provide documentation substantiating the information given in this affidavit. City of North Port reserves the right to request supporting documentation as evidence to substantiate the information given in this affidavit. Failure to do so will result in the Bidder's submission being deemed non-responsive.

**Any Bidder that misrepresents its status as a local business or North Port local business shall be barred from receiving any City Contracts for a period of three (3) years.**

STATE OF Florida

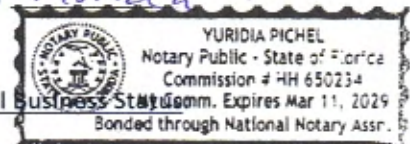
COUNTY OF Miami Dade

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 16<sup>th</sup> day of May 2025, by Subbarayan Pochi

Notary Public – State of Florida

Personally Known \_\_\_\_\_ OR Produced Identification ☒  
Type of Identification Produced Drivers License

This page to be returned **ONLY** if Contractor is claiming a Local Business Status





**AFFIDAVIT****Claiming Status as a North Port Local Business****\*\*CONTRACTOR MUST MEET ALL 4 REQUIREMENTS BELOW TO CLAIM NORTH PORT BUSINESS STATUS\*\***

State of \_\_\_\_\_ }  
 County of \_\_\_\_\_ } SS.

Before me, the undersigned authority, personally appeared: \_\_\_\_\_

who, being first duly sworn, deposes and says that:

1. I am the \_\_\_\_\_ (Owner, Partner, Officer, Representative or Agent) of \_\_\_\_\_, the Bidder that has submitted the attached bid:

**AND**

2. I am fully informed respecting the operation and employees of the Bidder:

**AND**

3. I affirm that the Bidder has maintained its primary physical business address within the limits of the City of North Port for a period of six (6) months or more before submitting this bid, from which the Bidder operates or performs business. The qualifying local address is

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**AND**

**4. I affirm that at least fifty percent (50%) of the Bidder's employees are residents of the City of North Port.**

If requested by the City, the Bidder will be required to provide documentation substantiating the information given in this affidavit. City of North Port reserves the right to request supporting documentation as evidence to substantiate the information given in this affidavit. Failure to do so will result in the Bidder's submission being deemed non-responsive.

**Any Bidder that misrepresents its status as a local business or North Port local business shall be barred from receiving any City Contracts for a period of three (3) years.**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_ 2025, by \_\_\_\_\_.

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

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

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

**This page to be returned ONLY if Contractor is claiming a North Port Local Business Status.**

**ATTACHMENT 13:**

**SCRUTINIZED COMPANY CERTIFICATION FORM**

Contractor Name: Agni Enterprises LLC (dba) Head to Heels Safety Supplies

Authorized Representative Name and Title: Manager

Address: 9021 SW 94th Street, Unit 510 City: Miami State: FL ZIP: 33176

Phone Number: 305-712-6653 Email Address: cservice@headtoheels.net

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a Contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such Contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a Contract with the City of North Port for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such Contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, section 215.473, or with companies engaged in business operations in Cuba or Syria.

**CHOOSE ONE OF THE FOLLOWING**

X This Contract or Contract renewal is for goods or services of less than \$1 million. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes Section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel.

       This bid, proposal, Contract or Contract renewal is for goods or services of \$1 million or more. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes Section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

I understand that pursuant to Florida Statutes, section 287.135, the submission of a false certification may result in the termination of the Contract if one is entered into, and may subject the above-named company to civil penalties, attorney's fees and costs.

Certified By:

PR Subbarayan  
Signature of Contractor's Authorized Representative

Subbarayan R Pochi  
Name

Manager  
Title

***THIS PAGE MUST BE COMPLETED AND SUBMITTED***

ATTACHMENT 14:

LOBBYING CERTIFICATION

"The undersigned hereby certifies, to the best of his or her knowledge and belief, that":

STATE OF Florida

COUNTY OF Miami Dade

This 16<sup>th</sup> day of May of 2025 Subbarayan Pochi, being first duly sworn, deposes and says that he or she is the authorized representative of Agni Enterprises LLC (Name of the Contractor, firm or individual), and that the vendor and any of its agents agree to have no contact or communication with, or discuss any matter related in any way to any active City of North Port solicitation, with any City of North Port elected officials, officers, their appointees or their agents or any other staff or outside individuals working with the City in respect to this request other than the designated Procurement Official Contact and to abide by the restrictions outlined in the General Terms and Conditions of the Solicitation. Technical questions directed to the project manager, is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any questions for bid, proposal, qualification and/or any other solicitations released by the City. To do so is grounds for immediate disqualification from the selection process. The selection process is not considered final until such a time as the Commission has made a final and conclusive determination.

(a) No City appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of the City, City Commission in connection with the awarding of any City Contract.

(b) If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of City Commission or an officer or employee of the City in connection with this Contract, the undersigned shall complete and submit Standard Form-L "Disclosure Form to Report Lobbying", in accordance with its instructions.

Signed, sealed and delivered this 16<sup>th</sup> day of May, 2025.

By: AR Subbarayan  
Subbarayan R Pochi  
(Printed Name)  
Manager  
(Title)

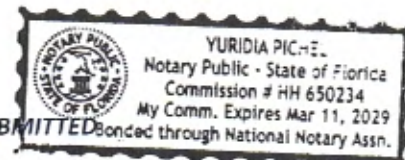
STATE OF Florida

COUNTY OF Miami Dade

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 16<sup>th</sup> day of May 2025, by Subbarayan Pochi

[Signature]  
Notary Public – State of Florida

Personally Known \_\_\_\_\_ OR Produced Identification ☒  
Type of Identification Produced Drivers License



THIS PAGE MUST BE COMPLETED AND SUBMITTED



**ATTACHMENT 15:**  
**VENDOR'S CERTIFICATION FOR E-VERIFY SYSTEM**

The undersigned Vendor/Consultant/Contractor (Vendor), after being duly sworn, states the following:

1. Vendor is a person or entity that has entered into or is attempting to enter into a contract with the City of North Port (City) to provide labor, supplies, or services to the City in exchange for salary, wages or other remuneration.
2. Vendor has registered with and will use the E-Verify System of the United States Department of Homeland Security to verify the employment eligibility of:
  - a. All persons newly hired by the Vendor to perform employment duties within Florida during the term of the contract; and
  - b. All persons, including sub-contractors, sub-vendors or sub-consultants, assigned by the Vendor to perform work pursuant to the contract with the City.
3. If the Vendor becomes the successful Contractor who enters into a contract with the City, then the Vendor will comply with the requirements of Section 448.095, Fla. Stat. "Employment Eligibility", as amended from time to time.
4. Vendor will obtain an affidavit from all subcontractors attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien as defined in 8 United States Code, Section 1324A(H)(3).
5. Vendor will maintain the original affidavit of all subcontractors for the duration of the contract.
6. Vendor affirms that failure to comply with the state law requirements can result in the City's termination of the contract and other penalties as provided by law.
7. Vendor understands that pursuant to Florida Statutes, section 448.095, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the Vendor named in this certification to civil penalties, attorney's fees and costs.

VENDOR: Agni Enterprises LLC (dba)  
Head to Heels Safety Supplies (Vendor's Company Name)

Certified By: PR Sullayan  
AUTHORIZED REPRESENTATIVE SIGNATURE

Print Name and Title: Subbarayan R Pochi, Manager

Date Certified: 06/04/2025

***THIS PAGE MUST BE COMPLETED AND SUBMITTED***

**ATTACHMENT 16:**  
**AFFIDAVIT OF COMPLIANCE REGARDING FOREIGN ENTITY OF CONCERN**  
**LAWS**

The undersigned, on behalf of the entity listed below ("Entity"), hereby attests and declares as follows:

1. Entity is not owned by the government of a foreign country of concern as defined in Florida Statutes Section 287.138.
2. The government of a foreign country of concern does not have a controlling interest in Entity.
3. Entity is not organized under the laws of, and does not have a principal place of business in, a foreign country of concern.
4. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Florida Statutes Section 692.201.
5. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Florida Statutes Section 692.201, or a subsidiary of such entity.
6. Entity is not a foreign principal, as defined in Florida Statutes Section 692.201.
7. Entity complies with all applicable requirements of Florida Statutes Sections 692.202, 692.203, and 692.204.
8. Entity is not a foreign principal prohibited from purchasing the subject real property. Entity is either (1) not a person or entity described in Florida Statutes Section 692.204(1)(a) or (2) authorized under Florida Statutes Section 692.204(2) to purchase the subject property. Entity complies with the requirements of Florida Statutes Section 692.204.
9. The undersigned is authorized to execute this affidavit on behalf of Entity.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

ENTITY

**AGNI ENTERPRISES LLC (DBA) HEAD TO HEELS SAFETY SUPPLIES**

**[name of legal entity, in bold ALLCAPS]**

PR Subbarayan  
[signature]

Subbarayan R Pochi, Manager  
[name and title]

06/04/2025  
[date]

**Effective 7/1/2024**

**ATTACHMENT 17:**  
**Anti-Human Trafficking Affidavit**

**Instructions:** This form must be completed by an officer or representative of an entity registering as a vendor, entering into, renewing, or extending, a contract with the City of North Port.

The undersigned, on behalf of Agni Enterprises LLC (dba)  
Head to Heels Safety Supplies ("Entity"), verifies the following:

- A. I have read and understand that Florida Statutes Section 787.06(13), prohibits the City of North Port ("City") from executing, renewing, or extending a contract to entities that use coercion for labor or services, with such terms defined in Florida Statutes Section 787.06(2) as follows:
- **"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 services 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, Florida Statutes, to any person for the purpose of exploitation of that person.
  - **"Labor"** means work of economic or financial value.
  - **"Services"** means any act committed at the behest of, under the supervision of, or for the benefit of another. The term includes, but is not limited to, forced marriage, servitude, or the removal of organs.
- B. I declare, under penalties of perjury, that Entity does not use coercion for labor or services as defined in Florida Statutes Section 787.06(2).
- C. I understand that this affidavit applies to any City contract executed, renewed, or extended for the duration of the contract; and the Entity must execute and submit this affidavit at least annually in the vendor registration and renewal process.

I, the undersigned, understand and affirm that the above statements are based upon personal knowledge; that I am over the age of 18 years and otherwise competent to make the above statements; and am authorized to legally bind the Entity, and make the above statements on behalf of Entity. **Under penalties of perjury, I declare that I have read the forgoing document and that the facts stated in it are true.**

Authorized Signature: PR Subbarayan  
Printed Name: Subbarayan R Pochi

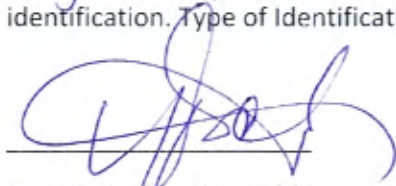
Date: 5/16/25  
Title: Manager

STATE OF Florida

COUNTY OF Miami Dade

PR Sullangan  
5/16/25

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 16<sup>th</sup> day of May, 2025, by Sabharayan Pochi, as Manager of Agni Enterprises LLC, the Entity, and is ☐ personally known to me or ☒ produced identification. Type of Identification produced Driver's License.



Signature of Notary Public

Yuridia Pichel

Name of Notary Typed, Printed or Stamped

My Commission Expires: March 11, 2029

