

**WORK ORDER No. 2016-17-01 FOR CONTRACTUAL SERVICES**

**TO:** Marly Q., LLC  
14411 Commerce Way, Suite 350  
Miami, FL 33166  
Phone 305.967.0292

**DATE:** January 31, 2017

**PROJECT DESCRIPTION:**

The City of Doral authorizes the firm of Marly Q, LLC to proceed with the scope of work as per the proposal received on January 27<sup>th</sup>, 2017 for professional services to assist with the event management of the 2017 Earth Day Festival to include:

- PW signature event consulting
- Pre-Event production and management
- Day of event Emcee, production & management

The performance of services associated with this Work Order (WO) will be executed as per the attached scope of work received by the City on January 27<sup>th</sup>, 2017 with a not to exceed amount of \$12,513.00

You are required as part of this Proposal to execute this Work Order and begin work within five (5) days from the date of this Work Order, or as directed otherwise. If you fail to execute said Work Order and begin work within five (5) days the City of Doral will be entitled to disqualify the Proposal, and revoke the award.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and date first above written, in two (2) counterparts, each of which shall, without proof or accounting for the other counterpart be deemed an original Contract.

**CONSULTANT:** Marly Q, LLC

**WITNESSES:**

**SEAL:**

**BY:** *Marijo Casanova*  
**NAME:** Marijo Casanova  
**TITLE:** CEO

1. \_\_\_\_\_  
2. \_\_\_\_\_

**OWNER:** City of Doral

**AUTHENTICATION:**

**BY:** *Edward Rojas*  
**NAME:** Edward Rojas  
**TITLE:** City Manager

**BY:** *Connie Diaz*  
**NAME:** Connie Diaz  
**TITLE:** City Clerk

**APPROVED AS TO FORM:**

**BY:** *[Signature]*  
**NAME:** WEISS, SEROTA, HELFMAN, COLE, & BIERMAN, PL  
**TITLE:** CITY ATTORNEY

Marly Q.

**Event Proposal Prepared For:**

City of Doral Earth Day  
Saturday, April 22, 2017  
11:00am – 2:00pm  
Downtown Doral Park

PROPOSED SCOPE OF WORK	
Marly Q. Consulting (3 Month Retainer Feb - April 2017)	\$3,988
Pre-Event Marketing, Production & Management	\$5,000
Day of Event Emcee, Production & Management	\$3,525
<b>PROPOSED SCOPE OF WORK - TOTAL SERVICE FEE</b>	<b>\$12,513</b>


**NOTE: Proposal is valid for a period of twenty (20) business days from the date received.** Event date and services are confirmed upon receipt of a signed proposal and a non-refundable or transferrable deposit of 50%. By signing below, Client agrees to issue a Purchase Order for Marly Q. LLC for full amount (\$12,513) and issue a 50% deposit (\$6,256.50). Deposit is required to secure event staff and commerce consulting, production and management services outlined. Balance due (\$6,256.50) will be split in two payments (\$3,128.25) billed March 1<sup>st</sup> and April 1<sup>st</sup> with final payment due no later than 2 business days prior to event day. Your signature below confirms you have read and accept these terms. Thank you for your business and trust, we value the opportunity to be of service and help you & your event shine.

To accept this proposal and terms stated above, please sign below & email [Q@marlyQ.com](mailto:Q@marlyQ.com)

\_\_\_\_\_  
Client Approval (signature)

\_\_\_\_\_  
Print Name/Title (print)

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Marly Q. Casanova (signature)

  
\_\_\_\_\_  
Print Name/Title (print)

  
\_\_\_\_\_  
Date

RECEIVED  
JAN 27 2017  
CITY OF DORAL  
PUBLIC WORKS DEPT