

ITEM #80

(at the request of CTS Engineering, Inc.)

ADDITIONAL MATERIAL

Regular Meeting

DECEMBER 1, 2020

SUBMITTED AT THE REQUEST OF

OFFICE OF THE COUNTY ATTORNEY

Evidence Supporting CTS Engineering, Inc.'s Headquarters Location in Fort Lauderdale

Evidence Supporting Purchasing Division's Decision

- The Fort Lauderdale offices lease agreement was executed on February 9th, 2015. *(Exhibit A)*
- All mail (i.e. bills, payments, invoices, agreements) are sent directly to the Fort Lauderdale office address. *(Exhibit B, Exhibit C, Exhibit D)*
- The President of CTS signed the Location Attestation Form and provided Local Business Tax Receipts showing our Broward County office opening on August 12th, 2015. *(Exhibit E)*
- All corporate books, activities, and records are retained at the Fort Lauderdale office.
- All corporate officers as well as executive officers are physically located at the Fort Lauderdale office.
- All board meetings, corporate business activities, administrative activities such as human resources, payroll, accounting, development and monitoring of policies and procedures, and all strategic business decisions are conducted and carried out through the Fort Lauderdale office.
- The Doral office location was the original and only physical location at the time CTS commenced business and ceased to be the principal place of business on August 12th, 2015.
- The personnel located at our Miami-Dade County office have no involvement in directing, controlling, or coordinating CTS' corporate, administrative, and business activities.
- All e-mails related to HR sent to careers@ctseinc.com go directly to our Corporate Secretary, Teena D'Ambrosio, who is in charge of scheduling interviews and onboarding new hires. Ms. D'Ambrosio is located at our Fort Lauderdale office. *(Exhibit F, Exhibit G, Exhibit H, Exhibit I)*
- All e-mails sent to info@ctseinc.com go directly to our Corporate Secretary, Teena D'Ambrosio, who is located at our Fort Lauderdale office.
- Our Employee Handbook directs all staff to either Mr. Yang or Ms. D'Ambrosio, who are located at our Fort Lauderdale office, for any and all traditional human resources related issues. *(Exhibit J)*
- 42 of 53 of CTS' employees are located in Fort Lauderdale.

CTS Engineering, Inc.'s principal place of business in Fort Lauderdale was not filed with the Florida Department of State Division of Corporations until November 2019.