

## TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS PERRY, FLORIDA

TUESDAY, MARCH 21, 2017 6:00 P.M.

# 201 E. GREEN STREET TAYLOR COUNTY ADMINISTRATIVE COMPLEX OLD POST OFFICE

#### REGULAR MEETING

NOTICE IS HEREBY GIVEN, PURSUANT TO FLORIDA STATUTES 286.0105, THAT ANY PERSONS DECIDING TO APPEAL ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE MEETING AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

ANY PERSON WISHING TO ADDRESS THE BOARD REGARDING AN AGENDAED ITEM WILL BE GIVEN THREE (3) MINUTES FOR COMMENT. A COMMENTER MAY ONLY SPEAK ONE (1) TIME FOR EACH AGENDAED ITEM.

- 1. Prayer (Guest Pastor)
- 2. Pledge of Allegiance
- 3. Approval of Agenda

#### CONSENT ITEMS:

- 4. EXAMINATION AND APPROVAL OF INVOICES.
- 5. THE BOARD TO CONSIDER APPOINTMENT/RE-APPOINTMENT OF TWO (2) MEMBERS TO THE CONSTRUCTION INDUSTRY LICENSING BOARD, AS AGENDAED BY DANNY GRINER, BUILDING DIRECTOR.
- 6. THE BOARD TO CONSIDER APPROVAL OF A TRANSFER OF FUNDS IN THE AMOUNT OF \$25,000 FROM GENERAL FUND RESERVES FOR CONTINGENCY TO COVER A SHORTFALL OF FUNDS IN JAIL INMATE MEDICAL EXPENSES, AS AGENDAED BY TED LAKEY, COUNTY ADMINISTRATOR.

- 7. THE BOARD TO REVIEW AND CONSIDER APPROVING THE E911 SPRING MAINTENANCE GRANT APPLICATION, AS AGENDAED BY SARAH WEIRICK, E911 COORDINATOR.
- 8. THE BOARD TO CONSIDER ADOPTION OF RESOLUTION ESTABLISHING APRIL AS "NATIONAL 911 EDUCATION MONTH", AS AGENDAED BY THE E911 COORDINATOR.
- 9. THE BOARD TO CONSIDER ADOPTION OF RESOLUTIONS TO REFLECT UNANTICIPATED MONIES IN THE GENERAL FUND, AFFORDABLE HOUSING FUND (2008-2009 GRANT), AFFORDABLE HOUSING FUND/2013 GRANT, AFFORDABLE HOUSING FUND (2014-2015 GRANT) AND AFFORDABLE HOUSING FUND (2015-2016 GRANT), AS AGENDAED BY COUNTY FINANCE.
- 10. THE BOARD TO CONSIDER ADOPTION OF RESOLUTIONS TO REFLECT A SHORTFALL OF MONIES IN THE AFFORDABLE HOUSING FUND (2013-2014 GRANT) AND THE MSTU FUND, AS AGENDAED BY COUNTY FINANCE.

#### PUBLIC REQUESTS:

- 11. THE BOARD TO CONSIDER APPROVAL OF A REQUEST OF DAN SCHAPPER, CROSSPOINT BAPTIST FELLOWSHIP, TO HOLD A PUBLIC GATHERING ON THE STEPS OF THE COURTHOUSE (EAST SIDE) ON THURSDAY, MAY 4, 2017, (THE NATIONAL DAY OF PRAYER).
- 12. THE BOARD TO RECEIVE INFORMATION AND PRESENTATION FROM BISHOP CLARK, III, CONCERNING AVAILABLE COASTAL PROPERTY THAT MAY BE OF USE BY THE COUNTY.
- 13. THE BOARD TO RECEIVE INFORMATION AND CONSIDER PERMISSION TO ALLOW THE TAYLOR COUNTY SPECIAL OLYMPICS IN SHORE FISHING TOURNAMENT TO USE KEATON BEACH COASTAL PARK, AND TO WAIVE ANY FEES, AS AGENDAED BY LIN GRAY.
- 13-A. THE BOARD TO RECEIVE PUBLIC COMMENT FROM CITIZEN SONNY LAWLESS, IN REFERENCE TO UNLICENSED CONTRACTORS.
- 13-B. THE BOARD TO RECEIVE PUBLIC COMMENT FROM CITIZEN SAM HOFFMAN, IN REFERENCE TO GAMBLE ALLEY.

#### COUNTY STAFF ITEMS:

- 14. THE BOARD TO CONSIDER AWARD OF THE TAYLOR COASTAL NAVIGATIONAL AIDS REPLACEMENT PROJECT TO D&L CONTRACTING, LLC, AS AGENDAED BY KENNETH DUDLEY, COUNTY ENGINEER.
- 15. THE BOARD TO CONSIDER APPROVAL OF BID SPECIFICATIONS FOR RENOVATIONS OF THE SUPERVISOR OF ELECTIONS BUILDING LOCATED AT 433 N. US 19, AS AGENDAED BY THE BUILDING DIRECTOR.
- 16. THE BOARD TO CONSIDER APPROVAL TO FOREGO THE BID PROCESS ON TWO (2) HOMES WHICH ARE ELIGIBLE TO RECEIVE REHABILITATION ASSISTANCE THROUGH THE RESIDENTIAL CONSTRUCTION MITIGATION PROGRAM (RCMP), IN ORDER TO MEET THE QUICK TIMELINES REQUIRED FOR EXPENDING ADDITIONAL FUNDING, WHICH WILL BE AVAILABLE TO THE COUNTY RCMP HOUSING REHABILITATION PROGRAM, AS AGENDAED BY MELODY COX, GRANTS DIRECTOR.
- 17. THE BOARD TO REVIEW AND CONSIDER APPROVAL OF NOTICE TO BIDDERS AND ASSOCIATED BID DOCUMENTS FOR THE STEINHATCHEE RIVER BRIDGE LIGHTING PROJECT, AS AGENDAED BY THE GRANTS DIRECTOR.
- 18. THE BOARD TO CONSIDER APPROVAL/EXECUTION OF THE PROPOSAL FROM HI-LITE AIRFIELD SERVICES, LLC., IN THE AMOUNT OF \$138,801, TO REHABILITATE THE RUNWAY MARKINGS AT PERRY-FOLEY AIRPORT, AS AGENDAED BY THE GRANTS DIRECTOR.
- 19. THE BOARD TO CONSIDER APPROVAL OF SATISFACTION OF SECOND MORTGAGE FOR WILLIAM D. MURPHY, AS AGENDAED BY THE GRANTS DIRECTOR.
- 20. THE BOARD TO CONSIDER APPROVAL OF PROPOSED SHIP RECIPIENTS LIST AND WORK WRITE UP/BID FORMS, FOR THE DEMOLITION AND RECONSTRUCTION OF TWO (2) HOMES AND THE REHABILITATION OF TWO (2) HOMES, AS AGENDAED BY THE GRANTS DIRECTOR.
- 21. THE BOARD TO CONSIDER APPROVAL OF A REQUEST OF A TRANSMITTAL LETTER, REQUIRED FOR SUBMISSION OF THE HURRICANE LOSS MITIGATION PROGRAM (HLMP) PROPOSAL APPLICATION, AS AGENDAED BY THE GRANTS DIRECTOR.

21-A. THE BOARD TO CONSIDER APPROVAL OF GRANT APPLICATION TO BE USED TO MOVE THE "LOUISA" FROM PUBLIC PROPERTY AND TO SEEK A WAIVER OF LOCAL MATCH.

#### COUNTY ATTORNEY ITEMS:

22. THE COUNTY ATTORNEY AND ATTORNEY JASON TAYLOR TO PRESENT SETTLEMENT AGREEMENT IN BRIDIER VS. TAYLOR COUNTY. (REMOVED TO MONDAY, APRIL 3, 2017. AGENDAED FOR MARCH 21, 2017 MEETING IN ERROR)

#### COUNTY ADMINISTRATOR ITEMS:

23. THE COUNTY ADMINISTRATOR TO DISCUSS FUTURE WORKSHOP AND WORKSHOP LOCATIONS

COMMENTS AND CONCERNS FROM THE PUBLIC FOR NON-AGENDAED ITEMS:

#### BOARD INFORMATIONAL ITEMS:

Motion to Adjourn

#### FOR YOUR INFORMATION:

- THE AGENDA AND ASSOCIATED DOCUMENTATION, <u>IF APPLICABLE</u>, IS AVAILABLE TO THE PUBLIC ON THE FOLLOWING WEBSITE: www.taylorcountygov.com
- IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT TED LAKEY, COUNTY ADMINISTRATOR, 201 E. GREEN STREET, PERRY, FLORIDA, 850-838-3500, EXT. 6, WITHIN TWO (2) WORKING DAYS OF THIS PROCEEDING.
- ANY PERSON WISHING TO ADDRESS THE BOARD REGARDING AN AGENDAED OR NON-AGENDAED ITEM WILL BE GIVEN THREE (3) MINUTES FOR COMMENT.
- BALLOTS USED TO APPOINT CITIZENS TO ADVISORY COMMITTEES AND ADVISORY BOARDS ARE AVAILABLE FOR PUBLIC INSPECTION AFTER THE MEETING AND ARE RETAINED AS PART OF THE PUBLIC RECORD.

## 5

#### TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

#### SUBJECT/TITLE:



Board to consider appointment/re-appointment of two members to the Construction Industry Licensing Board

MEETING DATE REQUESTED: March 21, 2017

Statement of Issue: The Construction Industry Licensing Board has two members whose

terms are due to expire on 3/31/17.

**Recommendation:** Re-appoint or appoint two members to the Licensing Board for a two (2)

year term period from 3/31/17 to 3/31/19.

Fiscal Impact: N/A

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Budgeted Expense: Yes No N/A x

Submitted By: Danny Griner

Contact: building.director@taylorcountygov.com

#### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:** Mr. Dale Rowell and Sheriff Wayne Padgett's terms on the Licensing Board will expire on 3/31/16. County Staff advertised the vacancies in the local paper and on the County website. As of March 13<sup>th</sup>, no one responded to the ad. Mr. Rowell and Sheriff Padgett both expressed that they would agree to remain on the Licensing Board.

Options:

Re-appoint or appoint two members to the Licensing Board.

2. Do not re-appoint or appoint two members to the Licensing

Board.

Attachments:

Copy of advertisement.

The Taylor County Construction
Industry Licensing Board has openings
for volunteer board members. If you
have construction experience and are
interested in this volunteer position,
please contact Danny Griner at the
Taylor County Building Department
at 838-3500, Ext. 111, or come by the
Taylor County Building Department
located at 201 E. Green Street,
Perry, Florida.

#### TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO CONSIDER APPROVAL OF A TRANSFER OF FUNDS FROM GENERAL FUND RESERVES FOR CONTINGENCY TO COVER A SHORTFALL OF FUNDS IN JAIL INMATE MEDICAL EXPENSES, AS SUBMITTED BY TED LAKEY, COUNTY ADMINISTRATOR.

MEETING DATE REQUESTED:

March 21, 2017

Statement of Issue:

THE BOARD BUDGETED \$50,000 FOR INMATE MEDICAL EXPENSE, BUT THE ACCOUNT HAS BEEN DEPLETED TO \$6.07 DUE TO INMATE MEDICAL COSTS SINCE THE BEGINNING OF BUDGET YEAR 16/17. THERE ARE **OUTSTANDING INVOICES FOR MARCH AND THE** REMAINDER OF THE FISCAL YEAR THAT WILL NEED TO

BE BUDGETED. STAFF RECOMMENDS A \$25,000

TRANSFER FROM CONTENGENCY.

Recommended Action: TRANSFER

**Fiscal Impact:** 

**Budgeted Expense:** 

Submitted By:

**COUNTY ADMINISTRATOR** 

Contact:

#### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: IN 2013/14 INMATE MEDICAL EXPENSE WAS \$36,120, IN 2014/15 \$34,229, IN 2015/16 \$67,715 AND FOR THE FIRST 6 MONTHS OF THE 2016/17 BUDGET YEAR \$49,993 HAS BEEN PAID FOR INMATE MEDICAL EXPENSE. THE JAIL STAFF REPORT THAT THIS APPEARS TO BE HIGHER DUE TO POPULATION, FEWER MEDICAL FURLOWS ALLOWED BY THE JUDICIAL SYSTEM AND ONE INMATE GAVE BIRTH WHILE IN JAIL CUSTODY. (NOTE, NO EXPENSES WERE PAID FOR THE CHILD AFTER THE BIRTH).

Options:

Attachments: 2017- 2016- 2015 -2014 BUDGET EXPENDITURE STATUS REPORTS

SUNGARD PENTAMATION, INC. DATE: 03/13/2017

TIME: 11:28:11

TAYLOR COUNTY BOARD OF COMMISSIONERS EXPENDITURE STATUS REPORT

SELECTION CRITERIA: orgn.orgn3='0200'

ACCOUNTING PERIOD: (6/17)

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT

TOTALED ON: FUND, TOTL/DEPT
PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-001 GENERAL FUND

FUNCTION-520 PUBLIC SAFETY

ACTIVITY-523 DETENTION &/OR CORRECTION TOTL/DEPT-0200 COUNTY JAIL/INMATE MED.

			PERIOD	ENCUMBRANCES	YEAR TO DATE	AVAILABLE	YTD/	
ACCOUNT	TITLE	BUDGET	EXPENDITURES	OUTSTANDING	EXP	BALANCE	BUD	
53401	CONTRACTUAL SERVICES	6,600.00	.00	.00	2,092.44	4,507.56	31.70	
54500	INSURANCE	34,400.00	1,317.12	.00	9,502.08	24.897.92	27.62	
54610	R&M BUILDINGS & GROUNDS	8,970.00	330.05	2,559.49	4,882.35	1,528.16	82.96	
54620	R&M EQUIPMENT	5,800.00	549.46	.00	4,302.46	1,497.54	74.18	
54907	LICENSE/PERMIT/REGISTRAT	30.00	.00	.00	30.00	.00	100.00	
54940	INMATE MEDICAL EXPENSE	50,000.00	9,716.16	.00	49,993,93	6.07	99 99	
54941	INMATE DRUGS/MEDICATION	55,000.00	11,297.01	.00	45,771.19	9,228.81	83.22	
55103	EQUIPMENT < \$1,000	2,000.00	.00	.00	378.74	1,621.26	18.94	
55202	SAFETY PRODUCTS/SUPPLIES	200.00	.00	.00	14.25	185.75	7.13	
56400	CAPITAL OUTLAY-EQUIPMENT	5,500.00	5,320.00	.00	5,320.00	180.00	96.73	
TO	TAL COUNTY JAIL/INMATE MED.	168,500.00	28,529.80	2,559.49	122,287.44	43,653.07	74.09	
TOT	TAL GENERAL FUND	168,500.00	28,529.80	2,559.49	122,287.44	43,653.07	74.09	
TOTAL REP	PORT	168,500.00	28,529.80	2,559.49	122,287.44	43,653.07	74.09	

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EXPSTA11

SUNGARD PENTAMATION, INC. DATE: 03/13/2017

TAYLOR COUNTY BOARD OF COMMISSIONERS EXPENDITURE STATUS REPORT

PAGE NUMBER:

EXPSTA11

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TIME: 11:35:24

SELECTION CRITERIA: orgn.orgn3='0200' ACCOUNTING PERIOD (13/16)

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT

TOTALED ON: FUND, TOTL/DEPT PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-001 GENERAL FUND

FUNCTION-520 PUBLIC SAFETY

ACTIVITY-523 DETENTION &/OR CORRECTION

TOTL/DEPT-0200 COUNTY JAIL/INMATE MED.

,							
			PERIOD	ENCUMBRANCES	YEAR TO DATE	AVAILABLE	YTD/
ACCOUNT TITLE		BUDGET	EXPENDITURES	OUTSTANDING	EXP	BALANCE	BUD
53401	CONTRACTUAL SERVICES	8,400.00	.00	.00	8,367.03	32.97	99.61
54300	UTILITY SERVICES	315.00	.00	.00	.00	315.00	.00
54500	INSURANCE	39,600.00	.00	.00	34,557.62	5,042.38	87.27
54610	R&M BUILDINGS & GROUNDS	36,710.41	522.72	.00	36,710.41	.00	100.00
54620	R&M EQUIPMENT	6,500.00	.00	.00	6,498.31	1.69	99.97
54940	INMATE MEDICAL EXPENSE	69,366.59	1,594.78	.00	67,715.82	1,650.77	97.62
54941	INMATE DRUGS/MEDICATION	83,958.00	.00	.00	83,953.34	4.66	99.99
55202	SAFETY PRODUCTS/SUPPLIES	350.00	.00	.00	349.00	1.00	99.71
TOTA	AL COUNTY JAIL/INMATE MED.	245,200.00	2,117.50	.00	238,151.53	7,048.47	97.13
TOTAL GENERAL FUND		245,200.00	2,117.50	.00	238,151.53	7,048.47	97.13
TOTAL REPO	DRT	245,200.00	2,117.50	.00	238,151.53	7,048.47	97.13

SUNGARD PENTAMATION, INC. DATE: 03/13/2017

TIME: 11:36:19

TAYLOR COUNTY BOARD OF COMMISSIONERS EXPENDITURE STATUS REPORT

SELECTION CRITERIA orgn orgn3='0200'
ACCOUNTING PERIOD 13/15

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT

TOTALED ON: FUND, TOTL/DEPT PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-001 GENERAL FUND

FUNCTION-520 PUBLIC SAFETY

ACTIVITY-523 DETENTION &/OR CORRECTION TOTL/DEPT-0200 COUNTY JAIL/INMATE MED.

			PERIOD	ENCUMBRANCES	YEAR TO DATE	AVAILABLE	YTD/	
ACCOUNT	TITLE	BUDGET	EXPENDITURES	OUTSTANDING	EXP	BALANCE	BUD	
53401	CONTRACTUAL SERVICES	6,155.00	.00	.00	6,061.64	93.36	98.48	
54300	UTILITY SERVICES	315.00	314.09	.00	314.09	.91	99.71	
54500	INSURANCE	35,500.00	.00	.00	35,421.12	78.88	99.78	
54610	R&M BUILDINGS & GROUNDS	26,300.00	19,679.76	.00	26,263.16	36.84	99.86	
54620	R&M EQUIPMENT	5,800.00	.00	.00	5,781.92	18.08	99.69	
54902	LEGAL ADVERTISING	75.00	.00	.00	68.49	6.51	91.32	
54940	INMATE MEDICAL EXPENSE	36,484.00	3,937.81	.00	34,229.75	2,254.25	93.82	
54941	INMATE DRUGS/MEDICATION	80,818.00	.00	.00	69,083.67	11,734.33	85.48	
TOTA	AL COUNTY JAIL/INMATE MED.	191,447.00	23,931.66	.00	177,223.84	14,223.16	92.57	
TOTAL GENERAL FUND		191,447.00	23,931.66	.00	177,223.84	14,223.16	92.57	
TOTAL REPO	ORT	191,447.00	23,931.66	.00	177,223.84	14,223.16	92.57	

PAGE NUMBER: EXPSTA11

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SUNGARD PENTAMATION, INC. DATE: 03/13/2017

TAYLOR COUNTY BOARD OF COMMISSIONERS EXPENDITURE STATUS REPORT

SELECTION CRITERIA: orgn orgn3='0200' ACCOUNTING PERIOD: 13/14

TIME: 11:36:59

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT

TOTALED ON: FUND, TOTL/DEPT PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-001 GENERAL FUND

FUNCTION-520 PUBLIC SAFETY

ACTIVITY-523 DETENTION &/OR CORRECTION

TOTL/DEPT-0200 COUNTY JAIL

			PERIOD	ENCUMBRANCES	YEAR TO DATE	AVAILABLE	YTD/	
ACCOUNT	TITLE	BUDGET	EXPENDITURES	OUTSTANDING	EXP	BALANCE	BUD	
53401	CONTRACTUAL SERVICES	11,722.00	1,974.00	.00	11,695.64	26.36	99.78	
54500	INSURANCE	46,878.00	.00	.00	39,668.63	7,209.37	84.62	
54610	R&M BUILDINGS & GROUNDS	4,000.00	.00	.00	3,465.65	534.35	86.64	
54620	R&M EQUIPMENT	7,650.00	642.63	.00	7,313.34	336.66	95.60	
54907	LICENSE/PERMIT/REGISTRAT	30.00	.00	.00	30.00	.00	100.00	
84940	INMATE MEDICAL EXPENSE	42,996.79	-481.35	. 00	36,120.38	6.876.41	84.01	
54941	INMATE DRUGS/MEDICATION	59,323.21	8,985.09	.00	57,446.45	1,876.76	96.84	
55103	EQUIPMENT < \$1,000	1,847.00	.00	.00	749.00	1,098.00	40.55	
56400	CAPITAL OUTLAY-EQUIPMENT	66,000.00	.00	.00	65,708.00	292.00	99.56	
TOT	AL COUNTY JAIL	240,447.00	11,120.37	.00	222,197.09	18,249.91	92.41	
TOT	AL GENERAL FUND	240,447.00	11,120.37	.00	222,197.09	18,249.91	92.41	
TOTAL REP	ORT	240,447.00	11,120.37	.00	222,197.09	18,249.91	92.41	

1

PAGE NUMBER:

EXPSTA11



### TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO REVIEW AND APPROVE THE E911 SPRING MAINTENANCE GRANT APPLICATION, AS AGENDAED BY E911 COORDINATOR SARAH WEIRICK

APITAL OF THE		
Meeting Date:		MARCH 21, 2017
Statement of Is		: THIS APPLICATION IS FOR A GRANT THAT WOULD FUND PENSES ASSOCIATED WITH TAYLOR COUNTY'S E911 SYSTEM
Recommendati	ion:	APPROVE THE APPLICATION
Fiscal Impact:	\$	23,909.75 Budgeted Expense: Yes No x N/A
Submitted By:		SARAH WEIRICK, E911 COORDINATOR
Contact:		838-1104 (O) 672-1976 (C) taylor911@fairpoint.net
		SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS
History, Facts	& Is	sues: This grant will help cover maintenance expenses associated with
The E911 syste	m. T	there is no match for this grant as it is 100% funded by the state E911 board
Options:	1.	
	2.	
Attachments:		Grant Application
	2.	

#### **APPLICATION**

## E911 RURAL COUNTY GRANT PROGRAM

W Form 1A, incorporated by reference in Rule 60FF1-5.002, Florida Administrative Code, Rural County Grants
E911 Rural County Grant Program Application,
Revised 02/17/16

#### 1.0 Purpose

The E911 Rural County Grant Program is to assist rural counties with the installation and maintenance of an Enhanced 911 (E911) system and to provide "seamless" E911 throughout the State of Florida.

#### 2.0 Eligibility

The Board of County Commissioners in any county in the State of Florida with a population of less than 75,000 as per the most recent published data from the Florida Association of Counties' directory is eligible to apply for this grant program. Funding priorities are established in Addendum I.

#### 3.0 Definitions

- A. Enhanced 911 (E911): As defined by subsection 365.172(3)(h), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.
- B. E911 Maintenance: Means the preventative, routine and emergency maintenance required by the State E911 Plan, in order to maintain the E911 System in operable working condition.
- C. E911 System: Means the Public Safety Answering Point equipment, in accordance with the State E911 Plan, including 911 call routing, processing, mapping and call answering communications equipment.
- D. Next Generation 911 (NG-911): Means the designation for an advanced 911 emergency communications system or service that provides a communications service subscriber with 911 service and, in addition, directs 911 emergency requests for assistance to appropriate public safety answering points based on the geographical location from which the request originated, or as otherwise provided in the State E911 Plan under Section 365.171, Florida Statutes, and that provides for automatic number identification and automatic location identification features and emergency data information through managed IP-based networks.
- E. Public Safety Answering Point (PSAP): As defined by paragraph 365.172(3)(y), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.

4.0 E911 Rural County Grant Program Calendar

	Spring Schedule	Fall Schedule
Counties submit Application	by April 1	by October 1
E911 Board Members evaluate applications	April – May	October – November
E911 Board votes on applications to fund at regularly scheduled meeting	April – June	October – December
E911 Board sends notification of awards approved for funding to the counties.	before June 30	before December 30
Implementation period	One year from the award notification letter date.	One year from the award notification letter date.
Expiration of the right to incur costs, request payment and/or final reimbursement of funding.	Two years from the award notification letter date	Two years from award notification letter date.

#### 5.0 General Conditions

5.1 Applications must be delivered to the following address:

State of Florida E911 Board
ATTN: E911 Board Administrative Staff
4030 Esplanade Way, Suite 135
Tallahassee, FL 32399-0950
Or E911BoardElectronicGrantReports@dms.myflorida.com

- 5.2 The applicant must provide one original of the pages for Application Form items 1 through 14 the associated quotes, and the E911 Board Form 6A, "County E911 Fiscal Information," included in E911 Board Rule 60FF1-5.006, Florida Administrative Code. The grant application package must be postmarked or delivered on or before April 1 or October 1 of each year, dependent on the spring or fall application period. Failure to provide these documents will result in automatic rejection of the grant application. One scanned copy of the entire submitted package should also be provided on a CD-ROM, to ensure quality of the documents to be reviewed.
- 5.3 The E911 Board will consider remotely provided hosted 911 answering point call-taking equipment and network services directly attributable to establishing and provisioning E911 or NG-911 services. Warranty and maintenance costs shall be calculated to account for only the first year warranty and maintenance costs and shall not include upfront maintenance costs to reduce the yearly service amount.
- All grant applications shall be accompanied by at least one complete quote for equipment or services. Grant applications totaling \$35,000.00 or more must be accompanied by at least three written substantiated competitive complete quotes from different vendors. Complete quote submittals shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs including equipment, service tasks and deliverables. The E911 Board will compare the three quotes to any existing state contract in order to determine appropriate funding. Any county that has made a good faith effort to obtain at least three competitive quotes and has not been able to obtain the quotes can request E911 Board review based on substantiated proof of request for quotes or posting of the request with documentation of the limited responses.
- If the grant application does not exceed the threshold amount of \$195,000, the county can initiate a request for approval for sole source funding. These will be considered on a case-by-case basis. Justification for sole source funding shall be provided with the application. Sole source will be approved if provided in accordance with Chapter 287, Florida Statutes, or with provision of a letter from the county's purchasing department that the project is a sole source procurement based on the county's purchasing requirements, which shall be provided with this grant application. Include pricing justification in the sole source letter from the county's purchasing department.
- 5.6 Rather than submitting multiple application requests for maintenance, all eligible maintenance requests should be combined into a single application request and include a breakdown of the individual components of the E911 system maintenance costs that are requested for funding assistance in the application. Grant applications for maintenance, where the county obtained a grant or utilized county funds to purchase equipment and obtained three competitive quotes for the first year of maintenance, or met the requirements of General Conditions items 5.4 or 5.5, are not required to provide three written quotes with an application for an additional year of maintenance.

- 5.7 All maintenance requests should include on the vendor's quote for service the beginning and ending term for each maintenance request. Grant awards will be limited to maintenance contracts beginning prior to or within the maintenance cycle of the grant program. Spring cycle maintenance requests should be submitted for maintenance beginning May through October. Fall cycle maintenance requests should be submitted for maintenance beginning November through April. Complete quote shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs including equipment, service tasks and deliverables.
- 5.8 Applicants requesting items from different funding priorities should complete a separate application for each priority. See Addendum I Funding Priorities for the E911 Rural County Grant Program for a listing of funding priorities. Items from the same funding priorities should be combined in the same application and shall comply with General Condition items 5.4 and 5.5.
- 5.9 Should two or more rural counties jointly apply for a grant, each county will be required to complete and submit a grant application detailing the funds requested and the county responsible for the funds. In addition one combined grant application detailing the entire project and a memorandum of understanding or inter-local agreement of all counties involved shall be submitted. The combined grant application shall comply with General Condition items 5.4 and 5.5.
- 5.10 Procurement shall be based on the county's purchasing requirements and the applicable State purchasing requirements, including Section 112.061, Florida Statutes. All travel and associated per diem costs proposed shall be in compliance with General Conditions item 6.3.5.
- 5.11 Funding application requests must include a scope of work that clearly establishes the tasks to be performed. The applications shall include all tasks that are required for successful completion of the project. The project shall be divided into quantifiable units of deliverables that shall be received and accepted in writing by the county before payment. Each deliverable must be directly related to the scope of work and must specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.
- 5.12 Funding requests must include all necessary costs required for full implementation of the proposed solution including that of any third party. Should the county grant application request or grant award be less than the projected cost of the equipment or service, the county should provide verification of the ability to fund the difference. Pricing submitted cannot be contingent upon "yet to be" determined fees for products and services by the proposer or any other third party required for implementation.
- 5.13 The county shall provide information on the county's preceding year E911 fee revenue amount, the preceding year carry forward funding amount and the total carry forward balance amount in the county E911 fund. The amount of grant funding award, for allowable carry forward expenditures, is limited based on the total amount of carry forward funding in the county E911 fund in excess of an amount calculated based on the allowable 30 percent carry forward amount for a two year basis in accordance with sub-paragraph 365.172(6)(a)3.c., Florida Statutes and E911 Board Rule 60FF1-5.006 Florida Administrative Code. The county shall include the amount of their county carry forward funding being utilized for this grant in the Applied County Carry Forward or other Funding (if applicable) line in the Application Form item #12. Budget/Expenditure Report. This carry forward funding provision does not apply to grant applications for recurring maintenance. Maintenance contract cost is not a capital expenditure and is not an authorized expenditure of carry forward funds after the initial first year project costs included in the original capital equipment replacement or upgrade project.

- 5.14 Detailed information is required for any grant application requesting funding for systems that require immediate system replacement for provisioning of enhanced 911 in the county. Include detailed justification and explanation for any E911 system with an expected remaining life of less than 1 year.
- 5.15 Funding requests contingent upon "beta testing" or for products and services not in general production and installation will not be funded.

#### 6.0 Limitation on Use of Funds

- 6.1 Only eligible expenses for E911 service listed in subsection 365.172(10), Florida Statutes, (Appendix I) that are not specifically excluded in this application will be funded.
- 6.2 Specifically excluded E911 expenses:
  - 6.2.1 Salaries and associated expenses for 911 coordinators and call takers or other 911 personnel will not be funded.
  - 6.2.2 Wireline database costs from the local exchange carrier, vehicle expenses, outside plant fiber or copper cabling systems and building entrance build out costs, consoles, workstation furniture and aerial photography expenses will not be funded.
  - 6.2.3 Wireline 911 analog trunks, administrative lines and circuits are not fundable. Recurring network and circuit costs will not be funded after the first year implementation period.
- 6.3 Funding limitations are specified on the following items:
  - 6.3.1 Grant funding shall be limited to eligible equipment maintenance and warranty costs for a primary PSAP and one other PSAP per county; either a primary, a secondary or a backup.
  - 6.3.2 Grant funding shall be limited to eligible mapping maintenance and warranty costs for a primary PSAP and one other PSAP per county; either a primary, a secondary or a backup.
  - 6.3.3 Grant funding for 911 equipment, hardware and software shall be limited (per grant cycle) to eligible expenditures for a primary PSAP only.
  - 6.3.4 Selective router equipment costs are limited to the primary PSAP system and are limited to one per county. For this grant program they are included under the call handling equipment priority.
  - 6.3.4 Training cost funding is limited to new system & equipment training.
  - 6.3.5 The allowable grant funding for travel expenses is limited to the authorized amounts established in Section 112.061, Florida Statutes, and the Department of Financial Services Guidelines for State Expenditures. Allowable costs for daily per diem shall not exceed \$186.00.

#### 7.0 Approval and Award

7.1 The E911 Board will review each application for compliance with the requirements of terms and conditions.

- 7.2 Grant awards will be withheld for any county that has a grant with a past-due quarterly report or past-due final documentation and closeout of previous rural county grant awards.
- 7.3 Applications will be awarded based upon the priorities set by the E911 Board as listed in Addendum I Funding Priorities for the E911 Rural County Grant Program.
- 7.4 The E911 Board will adjust the amount awarded to a county based upon the availability of funds, eligibility of requested items, published quotes, increased effectiveness of grant funds, minimum system requirements for performing the needed E911 function as specified in the State E911 Plan, or documented factors provided in the grant application submission.
- 7.5 Any county that requires Board of County Commissioner approval of the grant program funding, prior to commencement of the project, shall notify the E911 Board in Application Form item #10. Grant funds for approved grant applications will be held until the county provides written notification to the E911 Board of the Board of County Commissioners approval of the project prior to the funds being disbursed from the E911 Trust Fund.
- 7.6 Any conditional hold, for documentation submittal referenced in 7.2 and 7.5, is limited to the last regularly scheduled E911 Board meeting application vote established in the grant program calendar.

#### 8.0 Financial and Administrative Requirements

- 8.1 Grant funds shall be provided on a cost reimbursement basis. Grant funds shall be deposited in an interest bearing account maintained by the grantee, and each grant shall be tracked using a unique accounting code designator for deposits, disbursements and expenditures assigned by the county. All grant funds in the account maintained by the grantee shall be accounted for separately from all other funds. Any interest generated shall be returned to the E911 Board.
- 8.2 Each grantee may submit reimbursement claims to the E911 Board as needed; however claims are limited to one request per month. Receipt of reimbursement funds from the E911 Board is contingent on the timely and accurate submittal of funding requests. Requests for reimbursement of expenditures must be submitted on the approved Appendix IV Financial Reimbursement of Expenditures Reporting Form. Incomplete claims forms or claims not submitted on the correct form cannot be processed and will be returned for corrections. Submit only for the amounts in each budget categories in which you have incurred expenditures.
- 8.3 Upon written request and accompanying documentation justifying the need, a county may receive a payment of funding with a completed Expenditures Reporting Form, with the vendor invoice, and county certification that the specific grant items including all tasks and deliverables included in the funding request are complete. Within 45 days of transfer of funding or the check date, the grantee shall submit verification of payment to the vendor.
- 8.4 Reimbursement claims shall include only expenditures claimed against the specific grant number awarded and include copies of purchase orders and paid vouchers, invoices, copies of check processing, journal transfers. To assure prompt processing, complete reimbursement claims should be e-mailed to:

E911Board-ElectronicGrantReports@dms.myflorida.com

- 8.5 Grant funds, can only be used between the beginning and ending dates of the grant term, unless the E911 Board authorizes an extension. The right to incur costs under this grant expires two years from receipt of award and funds. The grantee may not incur costs and request payment or final reimbursement of funding past the expiration date.
- 8.6 Responsibility for grant funding and any failure to perform the minimum level of service required by the grant application and the application scope of work cannot be transferred under any circumstances from the County. Failure to perform the scope of work or expenditure of funds for other than allowable 911 costs as stated in the grant application shall require the county to return the awarded funds to the E911 Board.
- 8.7 Responsibility for property and equipment obtained under a grant cannot be transferred under any circumstances. If a sale or transfer of such property or equipment occurs within five years after a grant ends, funds must be returned to the E911 Board on a pro rata basis.
- 8.8 The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained for a minimum of five years or thereafter until the effective replacement date of the system.
- 8.9 If a grantee materially fails to comply with any term of an award, the Board shall take one or more of the following actions, as appropriate in the circumstances:

Temporarily withhold grant payments pending grantee correction of the deficiency, Disapprove all or part of the cost of the activity or action not in compliance, Suspend or terminate the current award for the grantee's project, Suspend or deny future grant awards.

The Board will provide the grantee an opportunity for a hearing, appeal, or other administrative proceeding to which the grantee is entitled under Florida Statute or regulation applicable to the action involved.

- 8.10 Grant awards may be terminated in whole or in part by the Board, with the consent of the grantee, in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated. Grant awards may be terminated by the grantee upon written notification to the Board, detailing the reasons for such termination, the effective date, and return of all funding.
- 8.11 Grant funds provided in excess of the amount to which the actual cost incurred to meet the terms and conditions of the grant agreement must be refunded to the E911 Board and sent to the Florida E911 Board's Post Office Box address:

Florida E911 Board PO Box 7117 Tallahassee, FL 32314

The refund shall include transmittal information detailing the amount of returned funds that are excess grant funding and/or returned interest and shall include the number of the associated grant.

#### 9.0 Grant Reporting Procedures

- 9.1 Grantees will be required to submit quarterly reports summarizing cumulative expenditures and status of the grant project. Quarterly reports shall include an updated Application Form item #12 Budget/Expenditure Report and a completed Appendix III Quarterly Report Form.
  - 9.1.1 Reporting will begin at the conclusion of the first full quarter after the award. The report periods will end on March 31, June 30, September 30, and December 31 of each year. Reports are due within 30 days of the ending report period.
  - 9.1.2 Earned interest shall be reported cumulatively and included with each quarterly report.
  - 9.1.3 Updated reports and associated information should be e-mailed to E911Board-ElectronicGrantReports@dms.myflorida.com.
- 9.2 At project completion, a final report shall be submitted based on the same reporting requirements described in grant reporting item 9.1. The county shall determine the final completion date based on the final payment date, or the initiation date of the warranty period. Final documentation including copies of all expenditures and corresponding invoices shall be submitted within 90 days of the final report.
- 9.3 Change requests shall be submitted prior to deviation from any awarded grant applications. No changes or departures from the original request are authorized unless approved in writing by the E911 Board. Such requests shall be submitted using the form attached in Appendix II, Request for Change Form. Any unauthorized change shall require the return of grant funds, plus any interest accrued.
  - 9.3.1 Time extension requests will not be granted unless the county has executed a contract for the grant equipment and/or services, or demonstrates good cause for failure to execute a contract within twelve months of award. Good cause documentation shall include a new project timeline schedule.
  - 9.3.2 Time extensions shall be limited to a maximum of one additional year when approved by the E911 Board.
  - 9.3.3 Request for Change forms and associated information should be e-mailed to E911Board-ElectronicGrantReports@dms.myflorida.com.
- 9.4 The Appendix III Quarterly Report Form shall inform the E911 Board of significant impacts to grant supported activities. Significant impacts include project status developments affecting time schedules and objectives, anticipated lower costs or producing beneficial results in addition to those originally planned. Additionally, problems, delays, or adverse conditions which will materially impair the ability to meet the timely completion of the award must be reported. The disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
- 9.5 The county's Board of County Commission chairperson shall be notified when overdue quarterly reports or final reports are not received before the next E911 Board meeting following the month after the end of the quarter in which they are due.
- 9.6 Funding continuance will be based on timely submission of quarterly reports.

9.7	Final document submission and close-out of a grant does not affect the E911 Board's right to disallow costs and recover funds on the basis of an audit or financial review. The county shall remain obligated to return any funds expended that do not comply with the terms and conditions of the grant award.

County	TAYLOR
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# STATE OF FLORIDA E911 BOARD E911 RURAL COUNTY GRANT PROGRAM APPLICATION FORM

	Total Amoun	t Requested	. \$23,909.7	5		
	Project Title:	2017 Taylo	or County S	Spring Ma	aintenance Grant	
1.	Board of County Co	ommissioners C	hair:	Pam Fe	eagle	
	Mailing Address:	201 E Green S	st			_
	City: State: Phone: Email Address:	Perry FL ( 850 ) 838	3-3500	Zip: _3234 Fax:	17 - 850-383-3501	_ _ _ _
2.	County 911 Coordi	nator:	Sarah Weiri	ck		
	Mailing Address:	201 E Green S	st.	<u> </u>		_
	City: State: Phone: Email Address:	Perry FL ( 850 ) 838 Taylor911@fai	3-1104 irpoint.net	Zip: <u>3234</u> Fax:	47 - 850-223-2049	_ _ _
3.	Federal Tax ID Nur	mber: <u>59</u>	9-6000879			

County	TAYLOR	

## COUNTY INFORMATION USE 12 POINT FONT OR LEGIBLE HAND PRINTING

4.	County	Fact	Information
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A.	Cour	nty	Taylor				
В.	Popu	ılation	22,493				
C.	Total	Number	of Incoming	Nonwireless Trunk	S	6/4 MFN	
D.	Total	Number	of Incoming	Wireless Trunks		17	
E.	Num	ber of PS	SAP's	1			_
F.	Num	ber of Ca	II-taking Pos	sitions per PSAP	4		
G.	Total	Volume	of 911 Calls	_ 	12,53	0	
		• •	N/A	to maintain the Enh		1 system?	
I. '	What (	equipme	nt is request N/A	ed in this grant appl	ication?		
J. I	Financ	cial Inforr	nation:				
·	1.)			t annual costs for yond software, etc.) no		system (circuits, customer g maintenance? 36,124.810	
2	2.)	What are	e the curren	t annual costs for ma	aintenand	ce of items included in 1.)? \$64,628.00	
;	3.)	Total an	ount of E91	1 fee revenue recei	ved in the	preceding year? \$57,378.15	_
•	4.)	Total an	ount of cou	nty carry forward fur	nding reta	ined in the preceding year? \$13,957.23	_
;	5.)	Current	total amoun	t of county carry for	ward fund	ing? \$371,806.18	_
(	6.)	Calcula funding	ation (curren amount ba	t year carry forward sed on General	or applied	d carry forward funding \$34.426.90	_
	7.)	Minimur	n calculated	tiplied by two) amount for Applied	•	·	
		amoun	t in J.6.)	nt in J.5. subtracted ludget Expenditure F	•	\$304,278.30	

5. Describe your county's existing E911 system. Include specific information on existing system equipment upgrades and when the installation of this equipment was completed.

Taylor County currently has a 3 position PSAP utilizing Frequentis. Taylor County is Phase II complient, using a map building and display package for the map data. Taylor County is a type 5 with an online database. Project completion date was June 2013

6. Describe the scope of work for the proposed project including any goal(s) and objectives. Include the tasks to be performed as part of the project. Provide scope of work in quantifiable units of deliverables that shall be received and accepted. For each deliverable specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

Taylor County is requesting funds for 911 equipment maintenance. The goal of this request is to keep the 911 equipment in peak operational status with qualified technicians performing standard maintenance and testing, as well as ensuring all software updates are applied in a timely manner.

- Exacom Second Tier Support (5/8/2017-5/7/2018)
  Comprehensive 24/7 technical maintenance support program. Includes support, patches and upgrades to all software components as well as hardware repairs.
- Frequentis Project Support (07/01/17-06/30/18)
   Includes 24/7 helpdesk support, system engineering helpdesk, software updates (hotfixes, error resolution, software releases), post-warranty support for Headst Audio Adapter (HAA) hardware.
- West Map Display second tier Support (6/1/2017-11/30/2017)
   Comprehensive 24/7 technical support program. Includes support, updates, documentation and maintenance.
- West Map Generation second tier Support (6/1/2017-5/31/2018)
   Comprehensive 24/7 technical support program. Includes support, updates, documentation and maintenance.
- 7. Justification of the need for the proposed project. Provide detailed information on the existing system's condition including a detailed justification for any system with an expected remaining life of less than 1 year.

The current system is in a midlife stage and we would like to take a proactive approach to its upkeep, prolonging the life of the machine as well as ensuring it continues to run optimally. West has discontinued support of its legacy map display as of 11/30/17. The monies requested will ensure that the equipment is maintained by properly trained technicians who have been working with the equipment, our equipment, for over a decade.

8. Describe why your county will not be able to complete this project without this grant funding.

Taylor County is a rural county with a population under 23,000. Taylor County's rural nature and small population base make it difficult to generate enough funding to cover costs associated with maintaining a wireless phase II system. Taylor County is one of the state's REDI counties and also one designated "critical economic concern." Without the funding this grant would provide, wireless phase II operation at our center, would be difficult to continue.

9. Briefly describe how this grant project would be in concurrence with the State E911 Plan.

Taylor County currently has enhanced 911 with wireless phase I and II services as defined by the State 911 plan. In section 4.4 of the state E911 plan coordinators are required to develop and maintain a plan to limit the impact of system failures and expedite restoration of E911 service. Our comprehensive equipment maintenance agreement currently in place addresses this requirement. It is our goal to continue reliable, uninterrupted 911 service to all of the residents, businesses and visitors of Taylor County.

10. Describe the required steps with an anticipated time schedule with procurement and payment milestones and a total project completion date.

Taylor County is requesting these funds in advance for projects or coverage that is needed for 2017. Payment will be made immediately upon receipt of invoices received from the vendor; project will be considered complete when all monies have been expended and vendor has reported action on all items in the quote.

11. Sole source justification (if applicable).

This will be a sole source procurement to avoid voiding maintenance and warranty agreements.

#### **Budget/Expenditure Report** 12.

Prepare an itemized Grant Budget ("Line Item" breakdown should include separated systems, i.e.; 911 system, logging recorder, centerline mapping, etc. and services items). The completed form shall be used to complete quarterly report requirements, listing expenditures and revisions (if any) in appropriate columns. If there is insufficient space, please include details in an attachment. Budget costs should match requested vendor quote.

County:	Taylor	Grant Number:			Re	port Date:	
For Grant F	Period Ending:	March 31     June 3	30	ptember 30	December	31 Year:	FINAL
Proposed B	Budget					USE FOR OIL	JARTERLY REPORTS
	Line Item	Un	nit Price (\$)	Quantity	Total Cost (\$)	Revised Budget	Total Cumulative Expenditures (\$)
A. Systems Labor)	(Hardware, Software, Eq	uipment &				- aug	
		Tota	al System Iter	ns			
Items) Exacom Se Frequentis MapFlex/ L	(Training, Maintenance a econd Tier Support 1 yr Project Support Listener Support LT Support	and Warranty \$ \$	33,386.00 14,145.00 52,478.75 53,900.00	1 1 1 1	\$3,386.00 \$14,145.00 \$2,478.75 \$3,900.00		
Service Control		Tota	al Service Iter	ms	\$23,909.75		
Less a	ny Applied County Carry		ng (if applicat nt Request To				

USE FOR ALL RE	PORTS
Total Amount of Grant Awarded	
Total Interest for Grant Period	
Final Completion Date	

		County	Taylor
13.	Assurances		
-	EPTANCE OF TERMS AND CONDITIONS. Grantee understands that grants		•
and a revoc	LAIMER: The grantee certifies that the iny attached documents are true and ca ation of the grant and return of all gran Board authority and any other remedy	correct. A violation to the contract of the co	on of this requirement may result in est accrued (if any), pursuant to the
	FICATION OF AWARDS: The grantee advertised on the Florida E911 webs		nd accepts that the notice of award
impro maint unles	TENANCE OF IMPROVEMENT AN vement, expansion or other effect broained. No substantial changes or depas the E911 Board gives prior writtesitate the return of grant funds, and acceptance.	ought about in wartures from the determined the following termines are sufficient to the following t	hole or part by grant funds will be original proposal shall be permitted n. Any unauthorized change will
Failur fundir	re to utilize grant funds as represented ng.	may jeopardize	eligibility to be considered for future
14.	Authority		
I here	by affirm my authority and responsibili	ity for the use of	funds requested.
SIGNA	TURE - CHAIR, BOARD OF COUNTY COM	MISSIONERS	DATE
<u>Pam</u>	r Feagle		
Printe	ed Name		
VACITATI	E66		DATE

#### Appendix I

## NO requests for funding will be acknowledged for any items not specified in subsection 365.172 (10), Florida Statutes (shown below).

#### AUTHORIZED EXPENDITURES OF E911 FEE.—

- (a) For purposes of this section, E911 service includes the functions of database management, call taking, location verification, and call transfer. Department of Health certification and recertification and training costs for 911 public safety telecommunications, including dispatching, are functions of 911 services.
- (b) All costs directly attributable to the establishment or provision of E911 service and contracting for E911 services are eligible for expenditure of moneys derived from imposition of the fee authorized by subsections (8) and (9). These costs include the acquisition, implementation, and maintenance of Public Safety Answering Point (PSAP) equipment and E911 service features, as defined in the providers' published schedules or the acquisition, installation, and maintenance of other E911 equipment, including circuits; call answering equipment; call transfer equipment; ANI or ALI controllers; ANI or ALI displays; station instruments; E911 telecommunications systems; visual call information and storage devices; recording equipment; telephone devices and other equipment for the hearing impaired used in the E911 system; PSAP backup power systems; consoles; automatic call distributors, and interfaces, including hardware and software, for computer-aided dispatch (CAD) systems; integrated CAD systems for that portion of the systems used for E911 call taking; GIS system and software equipment and information displays; network clocks; salary and associated expenses for E911 call takers for that portion of their time spent taking and transferring E911 calls, salary, and associated expenses for a county to employ a fulltime equivalent E911 coordinator position and a full-time equivalent mapping or geographical data position, and technical system maintenance, database, and administration personnel for the portion of their time spent administrating the E911 system; emergency medical, fire, and law enforcement prearrival instruction software; charts and training costs; training costs for PSAP call takers, supervisors, and managers in the proper methods and techniques used in taking and transferring E911 calls, costs to train and educate PSAP employees regarding E911 service or E911 equipment, including fees collected by the Department of Health for the certification and recertification of 911 public safety telecommunicators as required under s. 401.465; and expenses required to develop and maintain all information, including ALI and ANI databases and other information source repositories, necessary to properly inform call takers as to location address, type of emergency, and other information directly relevant to the E911 call-taking and transferring function. Moneys derived from the fee may also be used for next-generation E911 network services, next-generation E911 database services, next-generation E911 equipment, and wireless E911 routing systems.
- (c) The moneys may not be used to pay for any item not listed in this subsection, including, but not limited to, any capital or operational costs for emergency responses which occur after the call transfer to the responding public safety entity and the costs for constructing, leasing, maintaining, or renovating buildings, except for those building modifications necessary to maintain the security and environmental integrity of the PSAP and E911 equipment rooms.

Request for Change	
Name of County:	
BUDGET LINE ITEM CHANGE FROM CHANGI	E TO
TOTAL \$ \$	
Justification For Change:	
Signature of Authorized Official Date	
For E911 Board use only.	
Approved: Yes No No	
Appletod. 188 E. 118 E.	
E911 Board's Authorized Representative Date	

Appendix III	

### **Quarterly Report**

County:		
Grant Number:		
Report Date:		
Project Status Update:		
Problems/Delays:		
• • • • • • • • • • • • • • • • • • •		
	D-4-	
Signature of Authorized Official	Date	

#### Appendix IV Financial Reimbursement of Expenditures Reporting Form

Prepare an itemized request for reimbursement expenditures in each budget categories for each deliverable. Attach copies of purchase orders and paid vouchers, invoices, copies of checks, journal transfers, required for expenditure justifications. If there is insufficient space, please include details in an attachment.

				Request Number:	1.1040	est Date:
				•		
3						
Deliverable Items	Ur	nit Price (\$)	Quantity	Total Amount (\$)	Previous Request Amount (\$)	t Current Request Amount (\$)
ware, Software, Equipr	ment &					
ing, Maintenance and	Warranty					
		Grant Requ	uest Total			
t of funding (if applic ment funding need:	able)				Signature, C	ounty 911 Coordinator
i - 1	Deliverable Items ware, Software, Equipr ing, Maintenance and to the software of funding (if application)	Deliverable Items ware, Software, Equipment &  ing, Maintenance and Warranty  t of funding (if applicable)	Deliverable Items ware, Software, Equipment &  ing, Maintenance and Warranty  Grant Requirement of funding (if applicable)	Deliverable Items Ware, Software, Equipment &  ing, Maintenance and Warranty  Grant Request Total  t of funding (if applicable)	Deliverable Items Unit Price (\$) Quantity Total Amount (\$) ware, Software, Equipment &  ing, Maintenance and Warranty  Grant Request Total  t of funding (if applicable)	Deliverable Items Unit Price (\$) Quantity Total Amount (\$) Previous Request Amount (\$)  Indicate the provious Request Amount (\$)  Grant Request Total  Total Amount (\$)  Total Amount (\$)  Previous Request Amount (\$)  Total Amount (\$)  Previous Request Amount (\$)  Total Amount (\$)

#### Addendum I

#### **Funding Priorities for the E911 Rural County Grant Program**

The criteria for determining acceptability for disbursement of funds from the State of Florida E911 Rural County Grant Program will be made on a <u>priority</u> basis. There will be five priorities as identified below:

PRIORITY 1: Rural counties with E911 Phase II Primary PSAP systems that require immediate system replacement to maintain enhanced 911 status or when the expected remaining life of the system is less than 1 year.

PRIORITY 2: Rural counties with E911 Phase II systems that require maintenance or warranty agreements for maintaining enhanced 911 status. This may include the following, listed in order of funding priority a through c:

- a: E911 System Maintenance (pertaining exclusively to items listed in Priorities 3a-h only)
- b: Hosted E911 System Service for subsequent years, after the first year.
- c: E911 Mapping System Maintenance (pertaining exclusively to items listed in Priority 5a only)

PRIORITY 3: Rural counties with E911 Phase II Primary PSAP systems that require new or replacement of critical or necessary hardware or software for maintaining E911 Phase II status. This may include the following, listed in order of funding priority a through h:

- a: Hardware and software for communications or terminal equipment located at a PSAP for 911 call processing, ANI and ALI display and call answering.
- b: Lightning Protection Equipment
- c: Uninterruptible Power Supply Equipment
- d: E911 Voice Recording Equipment
- e: County E911 Standalone ALI Database Equipment
- f: E911 Map Display Equipment
- g: New additional 911 Call Taker Position Equipment
- h: Net clock

PRIORITY 4: Rural counties with E911 Phase II Systems requesting consolidation of E911 PSAPs, which decreases the number of Primary or Secondary PSAPs in the county by a minimum of one.

PRIORITY 5: Rural counties with E911 Phase II Systems that require mapping services necessary for maintaining E911 Phase II Geographic Information Systems (GIS). This may include the following, listed in order of funding priority a through b:

- a: E911 Mapping System Equipment E911 map generation hardware and software licensing is limited to components for two stations
- b: GIS Centerline, point generation and map accuracy services

Regional E911 system project requests related to systems, equipment and maintenance will be considered the highest priority within each priority category.

Grants awards will be funded in order of priority assigned. Total funding for any priority may be adjusted based on the remaining funds available, the number of applications and the anticipated requests in the next funding cycle. The acceptability for disbursement of funds from the State of Florida E911 Rural County Grant Program for any E911 expense items not expressly provided for in Priorities above shall be determined at the discretion of the E911 Board pursuant to its authority under sections 365.172 and 365.173, Florida Statutes.

#### **COUNTY E911 FISCAL INFORMATION**

Item No.		E	911 Fee Revenues			
1	County		TAYLOR	Fiscal Year 15/16		
2	Wireless E911 Fee Revenue	\$	28,831.67			
3	Non-wireless E911 Fee Revenue	\$	25,934.17	(LEC, wireline, & VoIP)		
4	Prepaid E911 Fee Revenue	\$	2,612.31			
5	E911 State Grant Revenue	\$		(Grant required unique accounting code)		
6	Rural County Grant Revenue	\$	34,376.00	(Grant required unique accounting code)		
7	Emergency Grant Revenue			(Grant required unique accounting code)		
8	Rural County Supplemental Disbursement	\$	55,168.33			
9	E911 Board Special Disbursement	\$				
10	Total E911 Fee Revenue	\$	57,378.15	Carry Forward Fee Revenue calculation (Item #2 + Item #3 + Item #4)		
Item No.		E911	Allowable Expenditu	ires		
11	E911 Fee Revenue and Supplemental and Special Disbursement Expenditures	\$	98,589.25			
12	County Funded E911 Expenditures	\$				
13	Subtotal Expenditures	\$	98,589.25	Calculation (Item #11 + Item #12)		
14	E911 State Grant Expenditures	\$	-,00			
15	Rural County Grant Expenditures	\$	34,376.00			
16	Emergency Grant Expenditures	\$	<u>-</u>			
17	Subtotal Grant Expenditures	\$	34,376.00	Calculation Item #14 + Item #15 + Item #16		
18	Total E911 Expenditures	\$	132,965.25	Calculation Item #13 + Item #17		
Item No.	. E911 Carry Forward & Excess Cost Recovery Calculation					
19	Allowable County Carry Forward Amount	\$	72,381.78	Maximum allowable calculation (30% of fee revenue Item #10) + (full amount of Item #8 + Item #9 disbursements). Grants are under unique accounting codes and are not included in calculations.		
20	Actual County Carry Forward Amount	\$	13,957.23	Limited by paragraph 365.173(2)(d), Florida Statutes. Assure amount is equal to or less than Item #19		
22	Excess Cost Recovery	\$		Calculation (Item #10 +Item #8 +Item #9 - Item #13 - Item #20) Positive amount equals excess cost recovery amount to be returned to the E911 Board.		
Item No.						
24	Name of person preparing response:		SARAH WEIRICK			
25	Title/Position of person preparing response:		911 COORDINATO	OR		
26	Telephone number:		850-838-1104 or 8	50-672-1976		
27	E-Mail address of person preparing response:		taylor911@fairpoir	nt.net		
28	Date:		1/9/2017			
	In accordance with paragraph	า 365.17	3(2)(d) and 365.172	2(6)(a)3., Florida Statutes		



Quote Number: AK020617-712 Site (name/#): Taylor County, FL

Contact: Sarah Weirick

Email: taylor911@Taylorcountysherifffl.org

Reference: 2017\_00089

Date Issued: February 6, 2017

Scope of Work: Frequentis Support (07/01/17 - 06/30/18)

Qty.	Part No.	Description	Unit Price	U/M	Total
		Frequentis Protect Support			\$14,145.00
		Includes 24x7 helpdesk support, system engineering helpdesk, software updates (hotfixes, error resolution, software releases),			
		post-warranty support for Headset Audio Adapter(HAA) hardwar	re.		
		AK Associates provides the first line of 24/7 support to the customer through the established call out procedure. Should			
		technical support be needed from the equipment vendor, the  AK technician will act as the point of contact and agent of the			
		customer, and will establish vendor contact and work with the vendor's representative to resolution.			
		Total			\$14,145.00

Disclaimers: This quote is provided for the contact listed above and is not to be shared or disseminated without written consent by AK Associates. This quote null and voids any previous version. Quote is valid for 120 days.



Quote Number: AK021117-708 Site (name/#): Taylor County FL

Contact: Sarah Weirick

Email: taylor911@Taylorcountysherifffl.org

Reference:

Date Issued: February 11, 2017

Scope of Work: Exacom Second Tier Support (5/8/17 -5/7/18)

Qty.	Part No.	Description	Unit Price	U/M	Total
		Exacom Second Tier Support			\$3,386.00
		Comprehensive 24/7 technical maintenance support program			
		<ul> <li>Includes support, patches and upgrades to all software components.</li> </ul>			
		Hardware Repairs			

AK Associates provides the first line of 24/7 support to the customer through the established call out procedure. Should technical support be needed from the equipment vendor, the AK technician will act as the point of contact and agent of the customer, and will establish vendor contact and work with the vendor's representative to resolution.

Total

\$3,386,00

Disclaimers: This quote is provided for the contact listed above and is not to be shared or disseminated without written consent by AK Associates. This quote null and voids any previous version. Quote is valid for 120 days.



Quote Number: AK030117-702 Site (name/#): Taylor County, FL Contact: Sarah Weirick

Email: taylor911@Taylorcountysherifffl.org

Reference: 13799v3 Date Issued: March 1, 2017

Scope of Work: West Mapping Second Tier Support

Description	Total
MapFlex/Listener Support (6/1/17-11/30/17)	\$2,478.75
Updates, Support, Documentation and Maintenance	
MapSAG Support (6/1/17-5/31/18)	\$1,950.00
Updates, Support, Documentation and Maintenance	
MapSAG LT Support (6/1/17-5/31/18)	\$1,950.00
Updates, Support, Documentation and Maintenance	

AK Associates provides the first line of 24/7 support to the customer through the established call out procedure. Should technical support be needed from the equipment vendor, the AK technician will act as the point of contact and agent of the customer; and will establish vendor contact and work with the vendor's representative to resolution.

Total \$6,378.75

Disclaimers: This quote is provided for the listed contact and is not to be shared or disseminated without written consent by AK Associates. This quote null and voids any previous version. Quote is valid for 120 days.



## TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

### SUBJECT/TITLE:



THE BOARD TO REVIEW AND APPROVE A RESOLUTION ESTABLISHING APRIL AS "NATIONAL 9-1-1 EDUCATION MONTH"

**Meeting Date:** March 21, 2017 Statement of Issue: THIS RESOLUTION IS TO ESTABLISH APRIL AS NATIONAL 9-1-1 EDUCATION MONTH. Recommendation: APPROVE AND SIGN RESOLUTION \$ 0 Budgeted Expense: Yes No N/A x Fiscal Impact: Submitted By: Sarah Weirick 838-1104 (O) 672-1976 (C) taylor911@fairpoint.net Contact: SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS History, Facts & Issues: SEE ATTACHED Options: 1. RESOLUTION Attachments:

JIM MOODY District 2 FRANK RUSSELL District 3 PAM FEAGLE District 4 THOMAS DEMPS District 5



# TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

## RESOLUTION

## Establishing April as "National 9-1-1 Education Month"

Whereas **9-1-1** is nationally recognized as the number to call in an emergency to receive immediate help from police, fire, EMS or other appropriate emergency response entities;

Whereas in 1967, the President's Commission on Law Enforcement and Administration of Justice recommended that a "single number should be established" nationwide for reporting emergency situations and other Federal Government Agencies and various governmental officials also supported and encouraged the recommendation;

Whereas in 1968, the American Telephone and Telegraph Company (AT&T) announced that it would establish the digits 9-1-1 as the emergency code throughout the United States;

Whereas 9-1-1 was designated by Congress as the national emergency call number under the Wireless Communications and Public Safety Act of 1999 (P.L. 106-81);

Whereas the ENHANCE 911 Act of 2004 (P.L. 108-494) established enhanced 9-1-1 as "a high national priority" as part of our Nation's homeland security and public safety;

Whereas it is important that policy makers at all levels of government understand the importance of 9-1-1, how the system works today and steps that are needed to modernize the 9-1-1 system;

Whereas the 9-1-1 system is the connection between the eyes and ears of the public and the emergency response system in the U.S. and is often the first to know of emergencies of all magnitudes making 9-1-1 a significant homeland security asset;

Whereas there are over 6,000 9-1-1 public safety answering points (PSAPs) serving more than 3,000 counties and parishes throughout the United States;

Whereas PSAPs answer more than two hundred million 9-1-1 calls each year in the United States and a growing number of 9-1-1 calls are made using wireless and IP-based communications services:

Whereas a growing segment of the population, including the deaf and hard of hearing and individuals with speech disabilities, are increasingly communicating with non-traditional text, video and instant messaging communications services and expect these services to be able to connect directly to 9-1-1;

Whereas the growth and variety of means of communications, including mobile and IP-based systems, impose challenges for accessing 9-1-1 and implementing enhanced 9-1-1 and require increased education and awareness about their capabilities;

Whereas numerous other N-1-1 and 800 number services exist for nonemergency situations, including 2-1-1, 3-1-1, 5-1-1, 7-1-1, 8-1-1, poison control centers and mental health hotlines, and the public needs to be educated on when to use these services in addition to or instead of 9-1-1;

Whereas people of all ages use 9-1-1 and it is critical to educate the public of all ages on the proper use of 9-1-1;

Whereas senior citizens are at high risk for needing access to 9-1-1 and a large segment of this population is learning to use new technology;

Whereas thousands of 9-1-1 calls are made every year by children properly trained on the use of 9-1-1 resulting in lives saved which underscores the critical importance of training children early in life about 9-1-1;

Whereas there is widespread misuse of the 9-1-1 system, including prank and non-emergency calls, which can result in costly and inefficient use of 9-1-1 and emergency response resources and a need to reduce this practice;

Whereas parents, teachers, and all other care givers need to play an active role in 9-1-1 education for children, but will do so only after being first educated themselves;

Whereas there are many avenues for 9-1-1 public educations such as safety fairs, school presentations, libraries, churches, businesses, PSAP tours or open houses, civic organizations and senior citizen centers;

Whereas children, parents, PTA and teachers are important groups to educate about the importance of 9-1-1 through targeted outreach efforts to public and private school systems;

Whereas we as a nation should strive to annually host at least one educational event in every school in the country every year regarding the proper use of 9-1-1;

Whereas an established National 9-1-1 Education Month could include public awareness events, including conferences and media outreach, training activities for parents, teachers, school administrators, other care givers and businesses; educational events in schools and other appropriate venues; and production and distribution of educational content on 9-1-1 designed to educate people of all ages on the importance and proper use of 9-1-1;

Whereas Americans deserve the finest education we can offer regarding 9-1-1 education: Now, therefore be it

Resolved, That the Taylor County Board of County Commissioners recognizes April as "National 9-1-1 Education Month" And be it

Further resolved, That the Taylor County Board of County Commissioners urges the U.S. Congress and the governors of all states and territories to recognize April as "National 9-1-1 Education Month"

ADOPTED
BY
Taylor County Board of County Commissiners
March 21, 2017

[Pam Feagle] [County Commissioner] IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the GENERAL FUND for the fiscal period ending September 30, 2017, to be in excess of the advertised budget.

BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the GENERAL FUND budget for the fiscal year ending September 30, 2017.

Amount Scount Name
001-3356301 DOH-Mosquito Control Funding
\$10,000 0277-55201 Mosquito Control LocalGeneral Operating Supplies

Annie Mae Murphy, Clerk-Auditor

Chairman

\$10,000 additional funding received from the Dept. of Health for the months of December and January 2017 FY, to assist Taylor County with mosquito control issues.)



## **FLORIDA**

REMITTANCE ADVICE

DATE PAYMENT N OLO SITE DOCUMENT NUMBER **OBJECT** FLAIR ACCOUNT CODE 64-202261009-64200200-00-10077700 D7000416735 1321 02/24/17 081358€ 640000 EP

PAYMENT AMOUNT S 5,000.00

AGENCY DOCUMENT NO V017025

TAYLOR COUNTY BOARD OF COUNTY C TAYLOR COUNTY BOCC P.O. BOX 620 **PERRY FL 32348** 

PLEASE DIRECT QUESTIONS TO: (850) 245-4526, EP MFMP HQ - JULIA BRANTLEY

VENDORS NOW CAN VIEW PAYMENT INFORMATION AT HTTP://FLAIR.DBF.STATE.FL.US

INVOICE NUMBER AMOUNT TAYLORO5 \$ 5.000.00

DETACH CAREFULLY AND RETAIN FOR YOUR RECORDS BEFORE CASHING OR DEPOSITING THE WARRANT RETAIN FOR TOOK OURSE. CHANGINGS ENGINEERING WINSHINGS ASSESSED ON THE RETAINS OF THE PROPERTY OF THE PROPERTY

FLAIR ACCOUNT CODE

SWDN

ADN

**OBJECT** DATE 74-0813586-0 64-975

OLO 640000 SITE EP

64-202261009-64200200-00-10077700 D7000416735 V017025 CONTACT (850) 245-4526 FOR PAYMENT QUESTIONS

1321 02/24/17

VOID AFTER 12 MONTHS

STATE OF FLORIDA

PAY

DEPARTMENT OF FINANCIAL SERVICES

FIVE-THOUSAND & OO/100 DOLLARS

4-25 757 272

AMOUNT

*\$\*\*\*\**5.000.00

TO THE ORDER OF

TAYLOR COUNTY BOARD OF COUNTY C TAYLOR COUNTY BOCC P.O. BOX 620 PERRY FL 32348

EXPENSE WARRANT

TO: DIVISION OF TREASURY

1/n= 4 INVOICE TAYLOROS



## ENVIRONMENTAL SERVICES DEPARTMENT

(SOLID WASTE, RECYCLING, HAZWASTE, MOSQUITO & ANIMAL CONTROL)

TAYLOR COUNTY
BOARD OF COUNTY COMMISSIONERS
3750 HWY 98 WEST
PERRY, FL 32347

- GARY WAMBOLT, DIRECTOR

(850) 838-3533 FAX (850) 838-3538

February 21, 2017

Roger B. Twitchell, Chief Bureau of General Services Florida Department of Health 4052 Bald Cypress Way, Bin B01 Tallahassee, FL 32399

RECEIVED

By BradfordEX1 at 8:03 am, Feb 22, 2017

Regarding: Purchase Order # AF96EF

Dear Mr. Twitchell.

This is our invoice for the month of December, 2016) for services rendered under the purchase order mentioned above. We have attached the information required in our Statement of Work to be paid the fixed price amount of \$5.000 for vector control services for Taylor County.

Please make payment in accordance with our vendor information provided in My Florida Market Place. If you have any questions, please contact Cheryl White at 850-838-3539 or mosquito.tech@taylorcountygov.com.

Sincerely,

Cheryl White

Mosquito Control Coordinator

Rep distatues

"I, Roger Twitchell, certify that I am the Contract Manager and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements."

## STATE OF FLORIDA DEPARTMENT OF FINANCIAL SERVICES

REMITTANCE ADVICE

FLAIR ACCOUNT CODE OLO SITE DOCUMENT NUMBER **OBJECT** DATE PAYMENT, N 64-202261009-64200200-00-10077700 640000 D7000424117 EP 1321 083089 03/01/17 PAYMENT AMOUNT \$ 5,000.00

> TAYLOR COUNTY BOARD OF COUNTY C TAYLOR COUNTY BOCC P.O. BOX 620 PERRY FL 32348

AGENCY DOCUMENT NO V017295

PLEASE DIRECT QUESTIONS TO: (850) 245-4526, EP MFMP HQ - JULIA BRANTLEY

VENDORS NOW CAN VIEW PAYMENT INFORMATION AT HTTP://FLAIR.DBF.STATE.FL.US

INVOICE NUMBER TAUCMA TAYLDRO6 \$ 5,000.00

011 ph 356301

DETACH CAREFULLY AND RETAIN FOR YOUR RECORDS BEFORE CASHING OR DEPOSITING THE WARRANT THE STATES OF TH

FLAIR ACCOUNT CODE 64-202261009-64200200-00-10077700 D7000424117 V017295

SWDN

ADN

OBJECT

DATE

1321 03/01/17

WARRANT NO 64-975 74-0830895-0 612

OLO 640000 SITE EP

CONTACT (850) 245-4526 FOR RAYMENT QUESTIONS

VOID AFTER 12 MONTHS

STATE OF FLORIDA

DEPARTMENT OF FINANCIAL SERVICES

**4-25** 777 838

PAY

FIVE-THOUSAND & 00/100 DOLLARS

AMOUNT

\$\*\*\*\*\*5.000.00

EXPENSE WARRANT

TO: DIVISION OF TREASUR

TALLAHASSEE

JEFF ATWATER, CHIEF FINANCIAL OFFICER

TAYLOR COUNTY BOARD OF COUNTY C TAYLOR COUNTY BOCC P.O. BOX 620 PERRY FL 32348

F544000 877-UTLL 1,ne5 INVOICE TOY/OFDG



# ENVIRONMENTAL SERVICES DEPARTMENT

(SOLID WASTE, RECYCLING, HAZWASTE, MOSQUITO & ANIMAL CONTROL)

TAYLOR COUNTY
BOARD OF COUNTY COMMISSIONERS
3750 HWY 98 WEST
PERRY, FL 32347

GARY WAMBOLT, DIRECTOR

(850) 8 (8 0533 FA 1 (850) 838 (1777)

February 21, 2017

Roger B. Twitchell, Chief Bureau of General Services Florida Department of Health 4052 Bald Cypress Way, Bin B01 Tallahassee, FL 32399

RECEIVED

By BradfordEX1 at 8:04 am, Feb 22, 2017

Regarding: Purchase Order # AF96EF

Dear Mr. Twitchell, .

This is our invoice for the month of lanuary, 2012, for services rendered under the purchase order mentioned above. We have attached the information required in our Statement of Work to be paid the fixed price amount of \$5,000 for vector control services for Taylor County.

Please make payment in accordance with our vendor information provided in My Florida Market - Place. If you have any questions, please contact Cheryl White at 850-838-3539 or mosquiro.tech@taylorcountygov.com.

Sincerely.

Cheryl White

Mosquito Control Coordinator

Reg Litcher 2/21/17

<sup>&</sup>quot;I, Roger Twitchell, certify that I am the Contract Manager and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements."

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the AFFORDABLE HOUSING FUND (2008-2009 GRANT) for the fiscal period ending September 30, 2017, to be more than the advertised budget.

BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the AFFORDABLE HOUSING FUND budget for the fiscal year ending September 30, 2017.

mount	Account	Account Name	
3,281	140-3899010	Cash Brought	Forward
3,281 (	0406-53401	Contractual	Services

Annie Mae Murphy, Clerk-Auditor

Chairman

(Fund Balance @ FYE 2016, in excess of 2017 FY budget)

SIGN

## BUDGET AMENDMENT REQUEST 2016-2017 FISCAL YEAR

DEPARTMENT: Dept. 0406 SHIP Grant 2008/2009
AMENDMENT REQUEST DATE: February 7, 2017

Gud 14D

Expenditure

Account #	<b>Account Description</b>	<b>Budgeted 10/01/16</b>	Amended Amount	Amendment

53401

Contractual Services

\$11,436

\$14,687

\$3,281

ALL OTHER ACCOUNTS TO REMAIN AS IS

**BUDGET AMENDMENT REQUEST \$3,281** 

**TOTAL BUDGET AMOUNT FOR FY 2016-2017 = \$36,693** 

Thelody Co 2-7-2017

# AFFORDABLE HOUSING FUND - GRANT ANALYSIS OF FUNDS @ FISCAL YEAR END

2008/2009	SHIP G	RANT	(FD	140)		
BEGINNING BA	LANCE 10	0/1/15		\$	54,133.82	
REVENUE Interest SBA Fd B Dist.	\$ \$	77.71 -		\$	77.71	
EXPENDITURE	S			\$	(17,518.10)	
ENDING BALAN				\$	36,693.43	
Bu	dgetecl	CF 2	DIG 17	#	33,412.00	
	-0	_	CEN CF	2017	+3281.43 V	
K D						
Prepared by: Tammy Taylor, Finance Director (12/28/16)						

SUNGARD PENTAMATION, INC.

TAYLOR COUNTY BOARD OF COMMISSIONERS DATE: 02/08/2017 EXPENDITURE STATUS REPORT TIME: 13:06:10

PAGE NUMBER:

EXPSTA11

1

SELECTION CRITERIA: expledgr.key\_orgn='0406' ACCOUNTING PERIOD: 5/17

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT TOTALED ON: FUND, TOTL/DEPT
PAGE REPRESE ON THE PROPERTY OF THE PAGE REPRESE ON THE PAGE REPRESE OF THE PAGE P

PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-140 AFFORDBLE HOUSING/2009FY FUNCTION-560 HUMAN SERVICES

ACTIVITY-569 OTHER HUMAN SERVICES TOTL/DEPT-0406 SHIP GRANT (2008-2009FY)

1016, 66, 1			PERIOD	ENCUMBRANCES	YEAR TO DATE	AVAILABLE	YTD/
ACCOUNT	TITLE	BUDGET	EXPENDITURES	OUTSTANDING	EXP	BALANCE	BUD
51200	REGULAR SALARIES & WAGES	19,043.00	732.40	.00	6,571.60	12,471.40	34.51
52110	FICA/MEDICARE TAXES	1,457.00	54.73	.00	489.85	967.15	33.62
52200	RETIREMENT CONTRIBUTIONS	1,432.00	55.07	.00	494.12	937.88	34.51
52400	WORKERS' COMPENSATION	44.00	.00	.00	10.06	33.94	22.86
53401	CONTRACTUAL SERVICES	11,436.00	.00	.00	.00	11,436.00	.00
TOT	TAL SHIP GRANT (2008-2009FY	33,412.00	, 842.20	.00	7,565.63	25,846.37	22.64
TOT	TAL AFFORDBLE HOUSING/2009F	33,412.00	842.20	.00	7,565.63	25,846.37	22.64

33,412.00 .00 7,565.63 25,846.37 TOTAL REPORT 842.20 22.64

### RESOLUTION

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the AFFORDABLE HOUSING FUND (2012-2013 GRANT) for the fiscal period ending September 30, 2017, to be more than the advertised budget.

BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the AFFORDABLE HOUSING FUND budget for the fiscal year ending September 30, 2017.

Amount	Account	Account Name				
\$7,681	149-3899010	Cash Brought Forward				
s7.681	0416-58321	Rehabilitation				

Annie Mae Murphy, Clerk-Auditor

Chairman

SIGN

(Fund Balance @ FYE 2016, not included in 2017 FY budget)

# **BUDGET AMENDMENT REQUEST** \$ 2016-2017 FISCAL YEAR

DEPARTMENT: Dept. 0416 SHIP Grant 2012/2013 AMENDMENT REQUEST DATE: February 8, 2017

Expenditure

Account # Account Description Budgeted 10/01/15 Amended Amount Amendment

58321

Rehabilitation

\$25,000

\$32,681

\$7,681

<<del>-327</del>>

ALL OTHER ACCOUNTS TO REMAIN AS IS

**BUDGET AMENDMENT REQUEST \$7,681** 

**TOTAL BUDGET AMOUNT FOR FY 2016-2017 = \$32,981** 

Treboly Cor 2-8-2017

# AFFORDABLE HOUSING FUND - GRANT ANALYSIS OF FUNDS @ FISCAL YEAR END

2012/2013	SHIP GRA	ANT	(FD149)			
BEGINNING	BALANCE	E 10/1/15	;		\$	33,219.35
REVENUE Grant Interest Recapture	\$ \$ \$	- 61.74 -			\$	61.74
EXPENDITU	JRES				\$	(300.00)
ENDING BA					\$	32,981.09
Budget	id CF	2016	17		Ħ	25,300.00
J				es Cus	t	#7,681.09

Prepared by: Tammy Taylor, Finance Director (12/28/16)

SUNGARD PENTAMATION, INC. DATE: 02/08/2017

TIME: 13:07:56

#### TAYLOR COUNTY BOARD OF COMMISSIONERS EXPENDITURE STATUS REPORT

PAGE NUMBER:

EXPSTA11

1

SELECTION CRITERIA: expledgr.key\_orgn='0416' ACCOUNTING PERIOD: 5/17

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT TOTALED ON: FUND, TOTL/DEPT PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-149 SHIP FUND (2012/2013) FUNCTION-560 HUMAN SERVICES ACTIVITY-569 OTHER HUMAN SERVICES TOTL/DEPT-0416 2012/2013 SHIP GRANT

ACCOUNT TITLE 54977 RECORDING FEES 58321 REHABILITATION TOTAL 2012/2013 SHIP GRANT  TOTAL SHIP FUND (2012/2013)	BUDGET 300.00 25,000.00 25,300.00	PERIOD EXPENDITURES .00 .00 .00	ENCUMBRANCES OUTSTANDING .00 .00 .00	YEAR TO DATE EXP .00 .00 .00	AVAILABLE BALANCE 300.00 25,000.00 25,300.00	YTD/ BUD .00 .00 .00
TOTAL REPORT	25,300.00	.00	.00	.00	25,300.00	.00

SUNGARD PENTAMATION, INC.

TAYLOR COUNTY BOARD OF COMMISSIONERS DATE: 12/28/2016 TIME: 17:28:10 REVENUE STATUS REPORT

SELECTION CRITERIA: orgn.fund like '14%' ACCOUNTING PERIOD: 3/17

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT TOTALED ON: FUND, TOTL/DEPT PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-149 SHIP FUND (2012/2013) FUNCTION- TITLE NOT FOUND ACTIVITY- TITLE NOT FOUND

TOTL/DEPT- TITLE NOT FOUND

ACCOUNT TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
3611010 INTEREST EARNED 3899010 CASH BROUGHT FORWARD TOTAL TITLE NOT FOUND	.00 25,300.00 25,300.00	.00 .00 .00	.00 .00 .00	5.65 .00 5.65	-5.65 25,300.00 25,294.35	.00 .00 .02
TOTAL SHIP FUND (2012/2013)	25,300.00	.00	.00	5.65	25,294.35	. 02
TOTAL REPORT	598,443.00	.00	.00	350,047.15	248,395.85	58.49

PAGE NUMBER: REVSTA11

7

### RESOLUTION

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the AFFORDABLE HOUSING FUND/2013 GRANT for the fiscal period ending September 30, 2017, to be in excess of the advertised budget.

BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the AFFORDABLE HOUSING FUND/2013 GRANT budget for the fiscal year ending September 30, 2017.

Amount St., 380 Account Name Recapture Ship Funds

\$1,380 0416-58310 Homebuyers Assistance

Annie Mae Murphy, Clerk-Auditor

Chairman

(To amend the 2013 Ship Grant for "recapture" of ship funds)





# **Taylor County Administrative Complex**

201 East Green Street, Perry, Florida 32347

Melody Cox **Administrative Services**  850-838-3501 Fax

melody.cox@taylorcountygov.com

## MEMORANDUM

DATE: September 8, 2010

TO: Tammy

FROM: Melody

RF: Smith & Associates Check William Dustin Murphy SHIP

Tammy, attached please find a check in the amount of \$1,782.00 from Smith & Associates. This check is to satisfy the second mortgage the County has on the home of William Dustin Murphy who received assistance through the SHIP Program. The check should be credited to the following account:

Acct. 0416 SHIP 12/13 Acct. 58310 Homebuyers Assistance \$1,694.16.

Please let me know if you need any additional information. Thanks PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

Tammv!

PAY TO THE Taylor county

ORDER OF

SMITH & ASSOCIATES, PA ATTORNEYS AT LAW / CLOSING TRUST ACCT P.O. DRAWER 579

850-584-3812

PERRY, FL 32348

CITIZENS STATE BANK 2000 S. BYRON BUTLER PKWY PERRY, FL 32345.

2/27/2017

\*\*\*1.694.16

DOLLARS

\*\*\*One Thousand Six Hundred Ninety-Four and 16/100\*\*

Payoff of Second Mortgage Loan - 5501-517

SECURITY FEATURES INCLUDED. DETAILS ON BACK

MEMO

71000218481 #\*OO9849# #\*O63106501#

9849

### RESOLUTION

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the AFFORDABLE HOUSING FUND (2014-2015 GRANT) for the fiscal period ending September 30, 2017, to be more than the advertised budget.

BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the AFFORDABLE HOUSING FUND budget for the fiscal vear ending September 30, 2017.

Amount	Account	Account Name
\$2,984	144-3899010	Cash Brought Forward
\$2,984	0410-53401	Contractual Services

Annie Mae Murphy, Clerk-Auditor

Chairman

HERE

(Fund Balance @ FYE 2016, not included in 2017 FY budget)

**BUDGET AMENDMENT REQUEST 2016-2017 FISCAL YEAR** 

DEPARTMENT: Dept. 0410 SHIP Grant 2014/2015

AMENDMENT REQUEST DATE: February 7, 2017

Expenditure

Account Description Budgeted 10/01/16 Amended Amount Amendment Account #

53401

**Contractual Services** 

**\$0** 

\$2,984

\$2,984

ALL OTHER ACCOUNTS TO REMAIN AS IS

**BUDGET AMENDMENT REQUEST \$2,984** 

**TOTAL ACCOUNT BUDGET FY 2016-2017 = \$13,784** 

Dulay as 2-9-2017

## AFFORDABLE HOUSING FUND - GRANT ANALYSIS OF FUNDS @ FISCAL YEAR END

## 2014/2015 SHIP GRANT (FD144)

**BEGINNING BALANCE 10/1/15** 114,624.45 REVENUE 160.84

Interest \$ 160.84

Recapture \$

**DEFERRED REVENUE** 

2015 Grant

\$

**EXPENDITURES** 

(101,001.06)

**ENDING BALANCE 9/30/16** 

13,784.23

Prepared by: Tammy Taylor, Finance Director (12/28/16)

SUNGARD PENTAMATION, INC. DATE: 02/08/2017

TIME: 13:08:43

### TAYLOR COUNTY BOARD OF COMMISSIONERS EXPENDITURE STATUS REPORT

PAGE NUMBER:

EXPSTA11

SELECTION CRITERIA: expledgr.key\_orgn='0410' ACCOUNTING PERIOD: 5/17

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT TOTALED ON: FUND, TOTL/DEPT PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-144 AFFORD. HOUSING/2015FY

FUNCTION-560 HUMAN SERVICES
ACTIVITY-569 OTHER HUMAN SERVICES
TOTL/DEPT-0410 SHIP GRANT 2014/2015

ACCOUNT TITLE 54902 LEGAL ADVERTISING 54977 RECORDING FEES 58310 HOMEBUYERS ASSISTANCE 58340 HOME OWNERSHIP COUNSELIN TOTAL SHIP GRANT 2014/2015  TOTAL AFFORD.HOUSING/2015FY	BUDGET 200.00 400.00 10,000.00 200.00 10,800.00	PERIOD EXPENDITURES .00 .00 .00 .00 .00 .00	ENCUMBRANCES OUTSTANDING .00 .00 .00 .00 .00	YEAR TO DATE EXP .00 .00 .00 .00 .00	AVAILABLE BALANCE 200.00 400.00 10,000.00 200.00 10,800.00	YTD/ BUD .00 .00 .00 .00
TOTAL REPORT	10,800.00	.00	.00	.00	10,800.00	.00

SUNGARD PENTAMATION, INC. DATE: 12/28/2016

TIME: 17:28:10

TAYLOR COUNTY BOARD OF COMMISSIONERS REVENUE STATUS REPORT

PAGE NUMBER: REVSTA11

SELECTION CRITERIA: orgn.fund like '14%' ACCOUNTING PERIOD: 3/17

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT TOTALED ON: FUND, TOTL/DEPT PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-144 AFFORD. HOUSING/2015FY FUNCTION- TITLE NOT FOUND ACTIVITY- TITLE NOT FOUND TOTL/DEPT- TITLE NOT FOUND

ACCOUNT TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
3611010 INTEREST EARNED 3899010 CASH BROUGHT FORWARD TOTAL TITLE NOT FOUND	.00 10,800.00 10,800.00	.00 .00 .00	.00 .00 .00	2.36 .00 2.36	-2.36 10,800.00 10,797.64	.00 .00 .02
TOTAL AFFORD. HOUSING/2015FY	10,800.00	.00	.00	2.36	10,797.64	.02

### RESOLUTION

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the AFFORDABLE HOUSING FUND (2015-2016 GRANT) for the fiscal period ending September 30, 2017, to be more than the advertised budget.

BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the AFFORDABLE HOUSING FUND budget for the fiscal year ending September 30, 2017.

Amount	Account	Account Name
\$25,228	145-3899010	Cash Brought Forward
\$ 4,000 \$21,228 \$25,228	0411-53401 0411-58321 Total Expendit	Contractual Services Rehabilitation tures

Annie Mae Murphy, Clerk-Auditor

Chairman

SIGN

# BUDGET AMENDMENT REQUEST 2016-2017 FISCAL YEAR

DEPARTMENT: Dept. 0411 SHIP Grant 2015/2016

AMENDMENT REQUEST DATE: February 8, 2017

**Expenditure** 

Account #	Account Description	Budgeted 10/01/16	Amended Amount	Amendment
53401	Contractual Services	\$11,120	\$15,120	\$4,000
58321	Rehabilitation	\$80,000	\$101,228	\$21,228

ALL OTHER ACCOUNTS TO REMAIN AS IS

**BUDGET AMENDMENT REQUEST \$25,228** 

**TOTAL ACCOUNT BUDGET FY 2016-2017= \$138,748** 

Nebely Car 28-2017

# AFFORDABLE HOUSING FUND - GRANT ANALYSIS OF FUNDS @ FISCAL YEAR END

## 2015/2016 SHIP GRANT (FD145)

**BEGINNING BALANCE 10/1/15** 

\$

REVENUE

\$ 350,076.21

Interest

76.21

Recapture Grant

\$ 350,000.00

**EXPENDITURES** 

\$ (211,328.26)

**ENDING BALANCE 9/30/16** 

\$ 138,747.95

Budgelle CF 2014/1

+ 25,227.95

Prepared by: Tammy Taylor, Finance Director (12/28/16)

SUNGARD PENTAMATION, INC.

DATE: 12/28/2016 TIME: 17:28:10

### TAYLOR COUNTY BOARD OF COMMISSIONERS REVENUE STATUS REPORT

PAGE NUMBER: REVSTA11

AVAILABLE

VEAR TO DATE

YTD/

SELECTION CRITERIA: orgn.fund like '14%' ACCOUNTING PERIOD: 3/17

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT TOTALED ON: FUND, TOTL/DEPT PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-145 AFFORD.HOUSING/2016FY FUNCTION TITLE NOT FOUND ACTIVITY TITLE NOT FOUND TOTL/DEPT TITLE NOT FOUND

TOLF\DELL- LITTE NOT LOOND		PERIOD		YEAR TO DATE	AVAILABLE	YTD/
ACCOUNT TITLE	BUDGET	RECEIPTS	RECEIVABLES	RECEIPTS	BALANCE	BUD
3899010 CASH BROUGHT FORWARD	113,520.00 113,520.00	. 00 . 00	.00 .00	.00 .00	113,520.00 113,520.00	.00 .00
TOTAL AFFORD. HOUSING/2016FY	113,520.00	.00	.00	.00	113,520.00	.00

SUNGARD PENTAMATION, INC. DATE: 02/08/2017

#### TAYLOR COUNTY BOARD OF COMMISSIONERS EXPENDITURE STATUS REPORT

PAGE NUMBER:

EXPSTA11

TIME: 13:09:29

SELECTION CRITERIA: expledgr.key\_orgn='0411'
ACCOUNTING PERIOD: 5/17

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT TOTALED ON: FUND, TOTL/DEPT PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-145 AFFORD.HOUSING/2016FY FUNCTION-560 HUMAN SERVICES ACTIVITY-569 OTHER HUMAN SERVICES

MCITATII-202				
TOTI/DEPT-041	1 SHIP	GRANT	2015,	/2016

F1-0411 SHIP GROWN 2013/2010		PERIOD	ENCUMBRANCES	YEAR TO DATE	AVAILABLE	YTD/
TITLE	BUDGET	EXPENDITURES				BUD
	• 11,120.00	.00	5,880.00	.00		52.88
	600.00	.00	.00	.00	600.00	.00
	1.000.00	.00	.00	554.45	445.55	55.45
			.00	.00	500.00	.00
			.00	.00	20,000.00	.00
				11,140,60	68,859.40	13.93
				•	300.00	.00
					95.944.95	15.48
OTAL SHIP GRANT 2015/2016	113,520.00	.00	3,000.00	42,000.00		
OTAL AFFORD. HOUSING/2016FY	113,520.00	.00	5,880.00	11,695.05	95,944.95	15.48
REPORT	113,520.00	.00	5,880.00	11,695.05	95,944.95	15.48
	CONTRACTUAL SERVICES LEGAL ADVERTISING RECORDING FEES OFFICE SUPPLIES HOMEBUYERS ASSISTANCE REHABILITATION HOME OWNERSHIP COUNSELIN FOTAL SHIP GRANT 2015/2016	CONTRACTUAL SERVICES \$ 11,120.00 LEGAL ADVERTISING 600.00 RECORDING FEES 1,000.00 OFFICE SUPPLIES 500.00 REHABILITATION 80,000.00 HOME OWNERSHIP COUNSELIN 300.00 COTAL SHIP GRANT 2015/2016 113,520.00 COTAL AFFORD.HOUSING/2016FY 113,520.00	PERIOD CONTRACTUAL SERVICES \$ 11,120.00 .00 LEGAL ADVERTISING 600.00 .00 RECORDING FEES 1,000.00 .00 OFFICE SUPPLIES 500.00 .00 HOMEBUYERS ASSISTANCE 20,000.00 .00 REHABILITATION \$80,000.00 .00 HOME OWNERSHIP COUNSELIN 300.00 .00 COTAL SHIP GRANT 2015/2016 113,520.00 .00 COTAL AFFORD.HOUSING/2016FY 113,520.00 .00	PERIOD ENCUMBRANCES CONTRACTUAL SERVICES \$11,120.00 .00 5,880.00 LEGAL ADVERTISING 600.00 .00 .00 RECORDING FEES 1,000.00 .00 .00 OFFICE SUPPLIES 500.00 .00 .00 REHABILITATION \$80,000.00 .00 .00 REHABILITATION \$80,000.00 .00 .00 HOME OWNERSHIP COUNSELIN 300.00 .00 .00 COTAL SHIP GRANT 2015/2016 113,520.00 .00 5,880.00 COTAL AFFORD.HOUSING/2016FY 113,520.00 .00 5,880.00	PERIOD ENCUMBRANCES YEAR TO DATE EXPENDITURES OUTSTANDING EXP OUTSTANDING COUNTRACTUAL SERVICES 1,000.00 .00 .00 .00 .00 .00 .00 .00 .00	PERIOD ENCUMBRANCES YEAR TO DATE AVAILABLE EXPENDITURES OUTSTANDING EXP BALANCE CONTRACTUAL SERVICES 11,120.00 .00 5,880.00 .00 .00 5,240.00 LEGAL ADVERTISING 600.00 .00 .00 .00 .00 .00 .00 .00 .00

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect a (SHORTFALL) of monies which caused the MSTU FUND for the fiscal period ending September 30, 2017, to be less than the advertised budget.

BE IT RESOLVED that the listed receipts and appropriations be transferred from the MSTU FUND budget for the fiscal year ending September 30, 2017.

Account Account Name Amount Revenue: \$(8,000) 107-3312012 Vol. Fire Asst(Federal) Grant Expenditures: Vol. Fire Asst. Grant-\$(4,000) 0196-54100 Communications \$(4,000) 0196-55201 General Operating Supplies \$(8,000) Total

Annie Mae Murphy, Clerk-Auditor

Chairman

(Grant NOT Awarded 2017 FY—budgeted in error)



SUNGARD PENTAMATION, INC.

DATE: 03/15/2017

### TAYLOR COUNTY BOARD OF COMMISSIONERS REVENUE STATUS REPORT

TIME: 09:14:29

SELECTION CRITERIA: orgn.fund='107' and revledgr.account='3312012' ACCOUNTING PERIOD: 6/17

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT TOTALED ON: FUND, TOTL/DEPT

PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-107 MSTU FUND FUNCTION-107 FUND GROUP 107 ACTIVITY- TITLE NOT FOUND TOTI/DEPT- TITLE NOT FOUND

ACCOUNT TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	BUD
3312012 VOLUNTEER FIRE ASST.GRAN TOTAL TITLE NOT FOUND	8,000.00 8,000.00	.00	.00	.00 .00	8,000.00 8,000.00	.00 .00
TOTAL MSTU FUND	8,000.00	.00	.00	.00	8,000.00	.00
TOTAL REPORT	8,000.00	.00	.00	.00	8,000.00	.00

PAGE NUMBER: 1

REVSTA11

SUNGARD PENTAMATION, INC. DATE: 03/15/2017

#### TAYLOR COUNTY BOARD OF COMMISSIONERS EXPENDITURE STATUS REPORT

PAGE NUMBER:

EXPSTA11

1

TIME: 09:14:59

SELECTION CRITERIA: expledgr.key\_orgn='0196' ACCOUNTING PERIOD: 6/17

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT TOTALED ON: FUND, TOTL/DEPT

PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-107 MSTU FUND

FUNCTION-520 PUBLIC SAFETY

ACTIVITY-522 FIRE CONTROL

TOTL/DEPT-0196 NEW ASST. VOL. FIRE GRANT

ACCOUNT TITLE 54100 COMMUNICATIONS 55201 GEN. OPERATING SUPPLIES TOTAL, NEW ASST. VOL. FIRE GRANT TOTAL MSTU FUND	BUDGET 4,000.00 4,000.00 8,000.00	PERIOD EXPENDITURES .00 .00 .00	ENCUMBRANCES OUTSTANDING .00 .00 .00	YEAR TO DATE EXP .00 .00 .00	AVAILABLE BALANCE 4,000.00 4,000.00 8,000.00	YTD/ BUD .00 .00 .00
TOTAL REPORT	8,000.00	.00	.00	.00	8,000.00	.00

### RESOLUTION

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect a (shortfall) of monies for a particular purpose which caused the AFFORDABLE HOUSING FUND (2013-2014 GRANT) for the fiscal period ending September 30, 2017, to be LESS than the advertised budget.

BE IT RESOLVED that the listed appropriations be transferred from the AFFORDABLE HOUSING FUND budget for the fiscal year ending September 30, 2017.

Amount	Account	Account Name
\$(672)	142-3899010	Cash Brought Forward
\$(672)	0408-53401	Contractual Services

Annie Mae Murphy, Clerk-Auditor

Chairman

(Fund Balance @ FYE 2016, less than the 2017 FY budget)



# BUDGET AMENDMENT REQUEST 2016-2017 FISCAL YEAR

DEPARTMENT: Dept. 0408 SHIP Grant 2013/2014

AMENDMENT REQUEST DATE: February 7, 2017

Expenditure

Account # Account Description Budgeted 10/01/15 Amended Amount Amendment

53401

**Contractual Services** 

\$4,349

\$3,677

Decrease

<-\$672>

ALL OTHER ACCOUNTS TO REMAIN AS IS

**BUDGET AMENDMENT REQUEST <-\$672>** 

**TOTAL BUDGET AMOUNT FOR FY 2016-2017 = \$14,177** 

They and 2-7-2117

1

# AFFORDABLE HOUSING FUND - GRANT ANALYSIS OF FUNDS @ FISCAL YEAR END

## 2013/2014 SHIP GRANT (FD142)

BEGINNING BALANCE 10/1/15			\$ 15,149.15
REVENUE Grant Interest Recapture	\$ \$ \$	- 28.13 -	\$ 28.13
EXPENDITURES		\$ (1,000.00)	
ENDING BA	ENDING BALANCE 9/30/16		\$ 14,177.28

Prepared by: Tammy Taylor, Finance Director (12/28/16)

SUNGARD PENTAMATION, INC. DATE: 02/08/2017

#### TAYLOR COUNTY BOARD OF COMMISSIONERS EXPENDITURE STATUS REPORT

PAGE NUMBER:

EXPSTA11

TIME: 13:06:58

SELECTION CRITERIA: expledgr.key\_orgn='0408' ACCOUNTING PERIOD: 5/17

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT TOTALED ON: FUND, TOTL/DEPT PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-142 AFFORDBLE HOUSING/2014FY FUNCTION-560 HUMAN SERVICES ACTIVITY-569 OTHER HUMAN SERVICES TOTL/DEPT-0408 SHIP GRANT (2013-2014 FY)

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
53401	CONTRACTUAL SERVICES	4.349.00	.00	.00	.00	4,349.00	.00
54977	RECORDING FEES	300.00	.00	.00	.00	300.00	.00
58310	HOMEBUYERS ASSISTANCE	10.000.00	.00	.00	.00	10,000.00	.00
58340	HOME OWNERSHIP COUNSELIN	200.00	.00	.00	. 00	200.00	.00
TOT	AL SHIP GRANT (2013-2014 F	14,849.00	.00	.00	.00	14,849.00	.00
TOT	AL AFFORDBLE HOUSING/2014F	14,849.00	.00	.00	.00	14,849.00	.00

TOTAL REPORT 14,849.00 14,849.00 .00 .00 .00 .00 SUNGARD PENTAMATION, INC. DATE: 12/28/2016

#### TAYLOR COUNTY BOARD OF COMMISSIONERS REVENUE STATUS REPORT

SELECTION CRITERIA: orgn.fund like '14%'

ACCOUNTING PERIOD: 3/17

TIME: 17:28:10

SORTED BY: FUND, FUNCTION, ACTIVITY, TOTL/DEPT, ACCOUNT TOTALED ON: FUND, TOTL/DEPT

PAGE BREAKS ON: FUND, TOTL/DEPT

FUND-142 AFFORDBLE HOUSING/2014FY FUNCTION-142 FUND GROUP 142 ACTIVITY- TITLE NOT FOUND TOTL/DEPT- TITLE NOT FOUND

ACCOUNT TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
3611010 INTEREST EARNED 3899010 CASH BROUGHT FORWARD	.00 14,849.00	.00	.00	2.46 .00	-2.46 14,849.00	.00
TOTAL TITLE NOT FOUND	14,849.00	.00	.00	2.46	14,846.54	.02
TOTAL AFFORDBLE HOUSING/2014F	14,849.00	.00	.00	2.46	14,846.54	. 02

PAGE NUMBER:

REVSTA11

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County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO APPROVE A REQUEST BY DAN SCHAPPER FROM CROSSPOINT BAPTIST FELLOWSHIP TO HOLD A PUBLIC GATHERING ON THE STEPS OF THE COURTHOUSE (EAST SIDE) ON THURSDAY, MAY 4, 2017, (THE NATIONAL DAY OF PRAYER) AS AGENDAED BY THE COUNTY ADMINISTRATOR.

MEETING DATE REQUESTED: March 21, 2016

Statement of Issue:

THE NATIONAL DAY OF PRAYER IS MAY 4, 2017. LOCAL AREA CHURCHES ARE ORGANIZING A PUBLIC GATHERING ON THAT DAY AND WISH TO HOST IT ON THE STEPS OF THE COURTHOUSE ON THE EAST SIDE OF THE BUILDING AS THEY DID IN 2015 and 2016.

Recommended Action:

**Fiscal Impact:** 

**Budgeted Expense:** 

Submitted By:

COUNTY ADMINISTRATOR FOR DAN SCHAPPER

Contact:

Dan Schapper 850-672-0562

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Options:



County Commission Agenda Item

SUBJECT/TITLE:

THE BOARD TO RECEIVE INFORMAITON AND PRESENTATION FROM BISHOP CLARK, III.



MEETING DATE REQUESTED: MARCH 21, 2017

MR. CLARK WOULD LIKE TO PRESENT A WAY FOR Statement of Issue:

COUNTY TO INCREASE GULF ACCESS WHILE PROVIDING

AREA FOR CANAL DREDGING SPOILS.

Recommended Action: USE STATE AND FEDERAL GRANT TO BUY +- 25 ACRES

Fiscal Impact: \$450,000

Budgeted Expense: NO

Submitted By:

**BISHOP CLARK, III** 

Contact:

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: PROPOSED SITE COULD "ANCHOR" THE SOUTH END OF KEATON BEACH BIKE TRAIL 600' OF DOCK SPACE COULD BE AVAILABLE. GOLF CART PARKING BY DOCK.

Options:

N/A

Attachments: WILL BRING DRAWING



County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO RECEIVE INFORMATION AND CONSIDER PERMISSION TO ALLOW THE TAYLOR COUNTY SPECIAL OLYMPICS IN SHORE FISHING TOURNAMENT TO USE KEATON BEACH COASTAL PARK AND TO WAIVE ANY FEES AS AGENDAED BY LIN GRAY.

MEETING DATE REQUESTED:

MARCH 21, 2017

Statement of Issue:

DUE TO CLOSURE OF THE KEATON BEACH MARINA THERE ARE FEWER LOCATIONS TO HOLD THE TAYLOR COUNTY SPECIAL OLYMPICS FISHING TOURNAMENTS. APRIL 15. IS THE 8<sup>TH</sup> ANNUAL TOURNAMENT AND MR. GRAY ASKED THAT THEY BE ALLOWED TO USE THE KEATON BEACH COASTAL PARK AS HQ AND SITE FOR REGISTRATION AND CHECK IN FOR WEIGHING FISH.

Recommended Action: WAIVE FEES AND GRANT PERMISSION

Fiscal Impact:

NONE

Budgeted Expense:

NO

Submitted By:

LIN GRAY

Contact:

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Options:

N/A

County Commission Agenda Item

SUBJECT/TITLE:

THE BOARD TO RECEIVE PUBLIC COMMENT FROM CITIZEN SONNY LAWLESS REFERENCE TO UNLICENSED CONTRACTORS.



**MEETING DATE REQUESTED:** 

MARCH 21, 2017

Statement of Issue:

MR. LAWLESS HAS SPOKEN TO THE BOARD ABOUT UNLICENSED CONTACTORS AND REQUEST TO BE ON THE AGENDA SO THAT HE CAN FURTHER DISCUSS THE

ISSUE.

Recommended Action: NONE

Fiscal Impact:

NONE

Budgeted Expense:

NONE

Submitted By:

**County Administrator** 

Contact:

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Options:

N/A

County Commission Agenda Item

SUBJECT/TITLE:

THE BOARD TO RECEIVE PUBLIC COMMENT FROM CITIZEN SAM HOFFMAN REFERENCE TO GAMBLE ALLEY.



MEETING DATE REQUESTED: MARCH 21, 2017

Statement of Issue:

MR. HOFFMAN HAS OBJECTION TO OPENING GAMBLE

ALLEY AND WANTS TO MAKE HIS OBJECTION KNOWN

TO THE BOARD.

Recommended Action: NONE

Fiscal Impact:

NONE

Budgeted Expense:

NONE

Submitted By:

FRANK RUSSELL, COMMISSIONER DISTRICT III

Contact:

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Options:

N/A

#### County Commission Agenda Item

SUBJECT/TITLE:



COMMISSIONERS TO CONSIDER AWARD OF THE TAYLOR COASTAL NAVIGATIONAL AIDS REPLACEMENT PROJECT TO D&L CONTRACTING, LLC.

**MEETING DATE REQUESTED:** 

March 21, 2017

#### Statement of Issue:

The Board received a proposal for the Taylor Coastal Navigational Aids replacement project on March 6, 2017. The Board appointed Victor Blanco, Hank Evans and Kenneth Dudley as the Bid Review Committee.

Bids received for the Project are as follows:

D&L Contracting Co., Inc.

\$81,176.28

#### Recommended Action:

Staff recommends that the Board award the Taylor Coastal Navigational Aids replacement project to D&L Contracting as the lowest responsive bidder.

**Fiscal Impact:** 

FISCAL YR 2016/17 - \$81,176.28

Local = \$10,147.04, FEMA/State = \$71,029.25

**Budgeted Expense:** 

FUNDING AVAILABLE

Submitted By:

ENGINEERING DIVISION

Contact:

COUNTY ENGINEER

#### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

#### History, Facts & Issues:

The Board requested to receive bids on March 3, 2017 for replacement of the Taylor Coastal Navigational Aids – Bird Racks and River Entrance Markers. On February 6, 2017, one bid was received, opened and distributed to the Bid Committee for review. The bid was reviewed and the results of that review is included in the table below.

D&L's proposal was determined to be compliant with the requirements of the solicitation. Staff therefore recommends D&L Contracting as the lowest responsive bidder and recommends awarding the Taylor Coastal Navigational Aids project to D&L. The project will be reimbursed by FEMA in accordance with the Hurricane Hermine Event in a 75/12.5/12.5 split between FEMA.State/County respectively. This will result in a cost to Taylor County of \$10,147.04 with the remaining \$71,029.25 reimbursed by FEMA and the State of Florida.

	Company Name	
Required Items	D&L Contracting Co., Inc.	
Insurance - Liability /Workers Compensation	✓	
Workers' Compensation Hold Harmless	✓	
Public Entity Crimes Affidavit	✓	
Non-Collusion Affidavit	✓	
Valid Business/ Contractor License	✓	
E-Verify Registration	✓	
Proposed Subcontractors & Suppliers	✓	
Project References	✓	
Proposal Amount	\$81,176.28	

#### **Options:**

- 1) Award the Taylor Coastal Navigational Aids bid to D&L Contracting as the lowest repsonsive bidder.
- 2) Reject D&L Contracting as the lowest repsonsive bidder stating reasons for such denial.
- 3) Consider an overall proposal that represents Taylor County's best interest as determined by the Board of County Commissioners.

#### Attachments:

D&L Contracting, LLC Proposal

**Review Committee:** 

Victor Blanco, Marine Agent

Hank Evans, Public Works

Kenneth Dudley, County Engineer

#### **BID FORM**

## Taylor Coastal Navigational Aids - Bird Racks & River Entrance Markers

#### 2001-008-ENG

	<u>TABLE OF ARTICLES</u>				
Artic		Article No			
ADTT	CLE 1 – BID RECPIENT				
APTIO	CLE 2 - BIDDER'S ACKNOWLEDGEMENTS	······· I			
ADTI	CLE 3 – BIDDER'S REPRESENTATIONS	········			
ADTT	RTICLE 4 – FURTHER REPRESENTATIONS				
ADTTO	CLE 5 – BASIS OF BID	3			
ADTIA	CLE 6 – TIME OF COMPLETION	3			
APTTO	CLE 7 – ATTACHMENTS TO THIS BID	······································			
ADTT	CLE 8 – DEFINED TERMSCLE 9 – BID SUBMITTAL	•••••••••••••••••••••••••••••••••••••••			
WILI	CLE 9 - BID SUBMIT [AL	······································			
ARTI	ICLE 1 – BID RECIPIENT				
1.01	This Bid is submitted to:				
	Taylor County Board of County Commissioners				
	Clerk of Court				
	I <sup>st</sup> Floor Courthouse, Suite 102				
	108 North Jefferson St.				
	Perry, Florida 32347				
	1 city, 1 totsaa 32347				
1.02	The undersigned Bidder proposes and agrees, if this Bid is accepted, to ent in the form included in the Bidding Documents to perform all Work as specific Documents for the prices and within the times indicated in this Bid and in and conditions of the Bidding Documents.	cified or indicated in the Bidding			

#### **ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS**

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

#### **ARTICLE 3 – BIDDER'S REPRESENTATIONS**

- 3.01 In submitting this Bid, Bidder represents that:
  - A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged.

bidding Documents,	and mic tottowing w	adenda, receipt of	which is hereby	acknowled
Addendum No.	Addendum Date			

- B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work.
- D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities) which have been identified in SC-4.02, and (2) reports and drawings of Hazardous Environmental Conditions that have been identified in SC-4.06.
- E. Bidder has obtained and carefully studied (or accepts the consequences for not doing so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.
- F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.
- I. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.
- J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.
- K. Bidder will submit written evidence of its authority to do business in the state where the Project is located not later than the date of its execution of the Agreement.

#### **ARTICLE 4 – FURTHER REPRESENTATIONS**

- 4.01 Bidder further represents that:
  - A. this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation;
  - B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
  - C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
  - Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

#### ARTICLE 5 - BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Total Lump Sum Bid Price Edoby-one-thousand 90 Total Contract Days (words) (numerals) **Bird Racks** T1 Rocky Point eventeen thoseart air hundred thesert Generales manged six hundred trienty. T11 Pitts Creek T12 Big Bayou Seventer thousand six hundred tusent Bird Rack Subtotal \$<u>52</u>873.80 **River Entrance Markers** Fenholloway River two thousand one hardred Afternoone 124/10 **Spring Warrior** brocked fifty-inc River Entrance Marker Subtotal

Any and all specified cash allowances are included in the price(s) set forth above and have been computed in accordance with Paragraph 11.02 of the General Conditions.

Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

Bidder also acknowledges that the award of this project or any portion thereof will be contingent upon the availability of funds. If funding is not available to award the project in its entirety, the Board of County Commissioners reserves the right to award portions thereof so as to remain within available funding. Such partial award will not relieve the Bidder from complying with the full requirements of the awarded portions as more specifically detailed within these specifications.

#### ARTICLE 6 - TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 14.07.B of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the Contract Times.

#### ARTICLE 7 - ATTACHMENTS TO THIS BID

- 7.01 The following documents are attached to and made a condition of this Bid:
  - A. Certificate of Liability Insurance or Agency Statement
  - B. Declaration Page form Workers' Compensation Insurance or Exemption Issued by the State of Florida
  - C. Workers' Compensation Hold Harmless Agreement (Required when submitting a W.C. exemption)
  - D. Public Entity Crimes Affidavit, signed and notarized, as required by Chapter 287.133(3)(a), F.S.
  - E. Non-Collusion Affidavit
  - F. Valid Business/Contractor Licensing/Registration Information

- G. Proof of Contractor and any subcontractors enrollment in and compliance with the Department of Homeland Security's E-Verify Employment Eligibility Verification system or a statement that such compliance will be prior achieved prior to contract execution.
- H. List of Proposed Subcontractors and portion of work provided (Include: Scope of proposed Work, Value of work, % of total)
- I. List of Proposed Suppliers (Include: List of proposed supplies, Value of supplies, % of total)
- J. List of Project References (Include: Project Cost, Completion date, Owner Contact information, etc.)

#### **ARTICLE 8 – DEFINED TERMS**

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTI	CLE 9 – BID SUBMITTAL	
9.01	This Bid submitted by:	
If Bid	der is:	
An Inc	<u>lividual</u>	
	Name (typed or printed):	_
	Ву:	_(SEAL)
	(Individual's signature)	
	Doing business as:	_
A Part	<u>nership</u>	
	Partnership Name:	_(SEAL)
	By:(Signature of general partner - attach evidence of authority to sign)	_
	Name (typed or printed):	_
А Сог	poration entered	
	Corporation Name: D&L Cortracting LLC	_(SEAL)
	State of Incorporation: Florida	_
	Type (General Business, Professional, Service, Limited Liability): LSC NO	rdot .
	By: (Signature - attach evidence of authority to sign)	- 2530
	Name (typed or printed): Carly Gray	
	Title: Corporate Secretary Contractor (CORP	ORATE SEAL)

Attest Dale Col	
Date of Authorization to do business in <u>FLORIDA</u> is 4/16/07.	
A Joint Venture	
Name of Joint Venture:	-
First Joint Venturer Name:	(SEAL)
By:	
By:(Signature of first joint venture partner attach evidence of authority to sign	;
Name (typed or printed):	
Title:	
Second Joint Venturer Name:	(SEAL)
By:	gn)
Name (typed or printed):	- ·
Title:	
(Each joint venturer must sign. The manner of signing for each individual, a corporation that is a party to the joint venture should be in the manner indicated at	partnership, and pove.)
Bidder's Business Address PO Box 116	
Summer FL 32692	
Phone No 362-57B-407 6Fax No. NA	
SUBMITTED on March 1, 2017.	
State Contractor License No. SCC 13 1151019. (If applicable)	



#### County Commission Agenda Item

#### SUBJECT/TITLE:



Board to consider approval of bid specifications for renovations of the Supervisor of Elections Building located at 433 N. US 19.

MEETING DATE REQUESTED: March 21, 2017

Statement of Issue: Bid specifications for advertising for bid for improvements to the

Supervisor of Elections site.

Fiscal Impact: 108,000

Budgeted Expense: Yes X No N/A

Submitted By: Danny Griner

Contact: building.director@taylorcountygov.com

#### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:** The board previously purchased the building & property located at 433 N. US 19 for use by the Supervisor of Elections. Local Architect Barry Wilson agreed to assist the Supervisor with the design of the renovations needed for the building. The plans have been completed and the project is now ready to proceed to a request for bid. In order accomplish this, the specifications need approval by the board.

Staff respectfully requests that the board approve the bid specifications.

**Options:** 1. Approve bid specifications

2. Deny advertising the project

**Attachments:** 1. Copy of specification



## TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk P.O. Box 620, Perry, FL 32348 (850) 838-3506 Phone (850) 838-3549 Fax TED LAKEY, County Administrator 201 E. Green Street, Perry, FL 32347 (850) 838-3500, extension 6 Phone (850) 838-3501 Fax CONRAD C. BISHOP, JR. County Attorney P.O. Box 167, Perry, FL 32348 (850) 584-6113 Phone (850) 584-2433 Fax

# NOTICE OF REQUEST FOR PROPOSALS FOR SUPERVISOR OF ELECTIONS BUILDING RENOVATIONS

The Taylor County Board of County Commissioners is soliciting sealed proposals for Renovation Work at the Taylor County Supervisor of Elections Building located at 433 North US 19, Perry, Florida 32347.

Qualified firms or individuals desiring to provide the required services must submit the proposal packages in a sealed envelope or similar package marked "Sealed Proposal for Supervisor of Elections Building Renovations" to the Clerk of Court, 1st Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347, to arrive no later than 4:00 P.M., local time, on Friday, April 14, 2017. All proposals MUST have the respondent's name and mailing address clearly shown on the outside of the envelope or package when submitted. Proposals will be opened and respondents announced at 6:00 P.M. local time, or as soon thereafter as practical, on Tuesday, April 18, 2017, in the Taylor County Administrative Complex, Old Post Office, 201 East Green Street, Perry, Florida 32347.

Proposal information <u>MUST</u> be obtained from the Building Department located at the Administrative Complex, 201 East Green Street, Perry, Florida 32347.

#### Required Proposal information:

- Firm Overview Provide firm information including, but not limited to, Physical Address, Date Established, Key Project Personnel, Current Insurance Coverages, and Ability to Provide Requested Services.
- Prior Related Experience Project Examples for last five years for which similar services have been provided. For each project, indicate (1) Project Name and Location, (2) Description of Project, (3) Owner Name, Address and Contact information, (4) Cost of Work and (5) Date Completed.
- 3. Scope of Work Proposal detail. Refer to Attachment "A" for suggested scope of work.
- 4. Fee Proposed Lump Sum pricing for renovations and added alternates.
- 5. **Project Timeline** Provide timeline outlining proposed starting date, estimated length of project, and date of completion.

The County reserves the right, in its sole and absolute discretion, to reject any or all proposals, to cancel or withdraw this request for proposals at any time and waive any irregularities in the proposal process. The County reserves the right to award any contract to the respondent which it deems to offer the best overall service; therefore, the County is not bound to award any contract based on the lowest quoted price. The County, in its sole and absolute discretion, also reserves the right to waive any minor defects in the process and to accept the proposal deemed to be in the County's best interest. The County, in its sole and absolute discretion, also reserves the right to assign a local business preference in a maximum amount of five (5) percent of the proposed price(s), under the conditions set forth in Ordinance 2003-12. **No faxed proposals will be accepted.** 

#### For additional information contact:

William D. (Danny) Griner Taylor County Building Dept. 201 E. Green Street Perry, FL. 32347 (850) 838-3500

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS, Taylor County, Florida.



## TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk P.O. Box 620, Perry, FL 32348 (850) 838-3506 Phone (850) 838-3549 Fax TED LAKEY, County Administrator 201 E. Green Street, Perry, FL 32347 (850) 838-3500, extension 6 Phone (850) 838-3501 Fax CONRAD C. BISHOP, JR. County Attorney P.O. Box 167, Perry, FL 32348 (850) 584-6113 Phone (850) 584-2433 Fax

#### GENERAL PROPOSAL INFORMATION

- A mandatory pre-bid walkthrough shall be conducted at the Supervisor of Election building location.
- 2. Proposal information <u>MUST</u> be obtained from the Building Department, 201 East Green Street, Perry, Florida 32347, (850) 838-3500.
- 3. Five (5) proposal packages must be submitted to the Clerk of Court, 1<sup>st</sup> Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347 to arrive no later than <u>4:00 P.M., local time</u>, Friday, April 14, 2017.
- 4. Proposals must be in a sealed envelope plainly marked on the outside: <u>"Sealed Proposals for Supervisor of Elections Building Renovations".</u>
- 5. All proposals <u>MUST</u> have the respondents name and mailing address clearly shown on the outside of the envelope or package when submitted.
- 6. Proposals not received by the Clerk of Court prior to the specified time will not be considered and will be returned to the respondent unopened.
- 7. Once opened no proposal may be withdrawn prior to the Board of County Commissioners action without written consent of the Clerk of Court.
- 8. Respondents must complete and furnish with their proposal, the Florida Public Entity Crimes Statement as required by F.S. 287.133 (3) (a).
- 9. Proposals shall be received and respondents announced on Tuesday, April 18, 2017 at 6:00 P.M., or as soon thereafter as practical, in the Taylor County Administrative Complex, Old Post Office, 201 East Green Street, Perry, Florida 32347.
- 10. The Taylor County Board of County Commissioners reserves the right, in its sole and absolute discretion, to reject, to reject any or all proposals, to cancel or withdraw this proposal at any time and waive any irregularities in the proposal process. The County reserves the right to award any contract to the respondent which it deems to offer the best overall service; therefore, the County is not bound to award any contract(s) based on the lowest quoted price. The County, in its sole and absolute discretion, also reserves the right to waive any minor defects in the process and to accept the proposal deemed to be in the County's best interest.

# General Proposal Considerations (Continued)

- 11. It is the responsibility of the respondents to fully understand and follow all project expectations.
- 12. All bids submitted, requiring General Liability and Workmen's Compensation Insurance, per the bid specifications, must include a Certificate of Insurance showing \$1,000,000.00 liability insurance, listing Taylor County as additional insured, or a statement from a insurance agent, verifying that if the prospective bidder/respondent is awarded the bid, a Certificate of Insurance will be issued to the successful bidder/respondent within thirty (30) days of the acceptance of the bid, in the amount stated. Also include the Declaration Page from the insurance policy, showing Workmen's Compensation Insurance on all employees working on the project. Workers Compensation exemptions will be accepted upon providing a current certificate, Articles of Incorporation, and a signed Taylor County Workers Compensation Hold Harmless Agreement. Any bidder/respondent, who does not furnish the required insurance documents within thirty (30) days after the bid award, is hereby advised that the bid will be given to the next lowest bidder/respondent who meets all bid specifications.
- 13. The County, in its sole and absolute discretion, also reserves the right to assign a local business preference in a maximum amount of five (5) percent of the proposed price(s), under the conditions set forth in Taylor County Ordinance 2003-12.
- 14. The Taylor County Board of County Commissioners **Does Not Accept Faxed Proposals.**
- 15. Respondents who elect to send sealed proposals Overnight Express or Federal Express must send them to the physical address of: Clerk of Court, 1<sup>st</sup> Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347.
- 16. For additional information, contact:

William D. (Danny) Griner, Taylor County Building Dept. 201 E. Green Street Perry, Florida 32347

(850) 838-3500

JIM MOODY District 2 FRANK RUSSELL District 3 PAM FEAGLE District 4 THOMAS DEMPS District 5



## TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk P.O. Box 620, Perry, FL 32348 (850) 838-3506 Phone (850) 838-3549 Fax

Check Items Included:

TED LAKEY, County Administrator 201 E. Green Street, Perry, FL 32347 (850) 838-3500, extension 6 Phone (850) 838-3501 Fax CONRAD C. BISHOP, JR. County Attorney P.O. Box 167, Perry, FL 32348 (850) 584-6113 Phone (850) 584-2433 Fax

#### PROPOSAL CHECKLIST

 1.	Required proposal information referenced above.
 2.	Certificate of Liability Insurance or Agent Statement as outlined in the General Considerations (MUST BE INCLUDED).
 3.	Declaration Page from Workers' Compensation Insurance or Exemption Certificate issued by the State, Articles of Incorporation, and Taylor County Workers Compensation Hold Harmless Agreement (MUST BE INCLUDED WITH BID).
 4.	Public Entity Crimes Affidavit, signed and notarized, as required by Chapter 287.133(3)(a) (AFFIDAVIT ENCLOSED).

Checklist Please include with proposal.

#### HOLD HARMLESS, RELEASE AND INDEMNITY AGREEMENT

COMES N	NOW,	, and after having
obtained a State	of Florida Worker's Compensation Certifica	ate, a copy of which is
attached hereto ar	nd marked Exhibit "A" and in consideration o	of Taylor County having
accepted the said \	Worker's Compensation exemption and Taylo	or County having agreed
for me to proceed v	with the following project, to-wit:	

# TAYLOR COUNTY SUPERVISOR OF ELECTIONS BUILDING RENOVATIONS

- 1. I hereby agree to indemnify, hold harmless and defend Taylor County, Florida from any liability claim, demand, action, cause of action, suit, loss, damage, expense, cost attorney fee, settlement or judgment as a result of my being injured while performing the above project. I will not allow anyone to subcontract and no other person will be allowed on the job site.
- 2. I also hereby indemnify and release Taylor County, from any liability, claim, demand, action, cause of action, suit, loss, damage, expense, cost, settlement or judgment for any medical, dental, orthopedic, surgery or any rehabilitation or any expense as a result of any injury on said project.
- 3. I hereby release Taylor County from any liability of whatever kind or nature as a result of any injury on the above project.
- 4. I hereby agree that venue of any litigation, as a result of this Hold Harmless Release and Indemnity Agreement shall be exclusively in Taylor County, Florida and the laws of the State of Florida shall govern.
- 5. I hereby agree that I have relied on the legal advice of my attorney and that I fully understand this agreement and I have voluntarily executed same.

DONE AND EXECUTED this _	day of	, 2017,
WITNESS:		
STATE OF FLORIDA		
COUNTY OF TAYLOR		
authorized to adminis	ster oaths and	peared before me, an officer duly take acknowledgments, ne() produced identification() to
be the individual described in	n and who executed t	the foregoing, and acknowledged voluntarily for the purpose therein
Witness may hand and 2010.	I official seal this	day of,
		NOTARY PUBLIC
		My Commission Expires:
Accepted by Taylor County, FI	orida this day o	of, 2017, by

## SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1.	This sworn statement is submitted with Bid, Proposal or Contract No
	for
2.	This sworn statement is submitted by (Name of entity submitting sworn statement)
	Whose business address is
	and
	(if applicable) its Federal Employer Identification Number (FEIN) is,
	(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn
	statement:)
3.	My name is and my relationship to the entity
	name above is

- 4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
- 5. I understand that "convicted" or "conviction" as defined in Paragraph 287-133(1)(b), <u>Florida Statutes</u>, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court or record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
- 6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime: or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
- 7. I understand that a "person" as defined in Paragraph 287.133(1)(g)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- 8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

shareho		who are active in n	y officers, directors, executives, part nanagement of the entity, nor affiliate of me subsequent to July 1, 1989.	
share he	olders, employees, members, or agent	s who are active in	the officers, directors, executives, part management of the entity has been charactery fuly 1, 1989 <u>AND</u> (Please indicate v	arged
	Florida, Division of Administrative	Hearings. The fir	on before a hearing officer of the Stand order entered by the hearing office ador list. (Please attach a copy of the	r did
	proceeding before a hearing office The final order entered by the hear	of the State of Flo aring officer detern	vendor list. There has been a subsection of Administrative Heart mined that it was in the public interest and or list. (Please attach a copy of the	rings. est to
	The person or affiliate has not bee action taken by or pending with the		onvicted vendor list. (Please describe eral Services.)	e any
		_	(Signature)	-
STATE OF		-	(Date)	-
COUNTY OF_				
PERSONALLY	APPEARED BEFORE ME, the unde	ersigned authority,	(Name of individual signing)	_,
who, after first b	eing sworn by me, affixed his/her sign	nature in the space		y
of	,			
	_	NOT	TARY PUBLIC	
My commission	expires: F	FORM PUR 7068 (		

#### **ATTACHMENT "A"**

#### **SCOPE OF WORK:**

#### SUPERVISOR OF ELECTIONS BUILDING RENOVATION

Renovate existing building in accordance with the plans titled "INTERIOR RENOVATION SUPERVISOR OF ELECTIONS" dated 12/16/16 and available at the Taylor County Building Department.

Install complete high efficiency HVAC system with supply and return register locations in accordance with the plans. Air Handler will be located above the suspended ceiling.

Install complete electrical system including 400 amp Siemans MM040L1400RLM service equipment with 2-200 amp QN2200R breakers located at the southwest corner of the building feeding 2-200 amp 30 circuit main lug only panels located in the GEMS room. Equivalent service equipment will be acceptable.

Install plumbing as shown on plans.

#### **ADDED ALTERNATE 1**

Install 2,000 square foot detached steel building at the rear of the existing building. Building to be rated for minimum 130 MPH wind load with 26 gauge metal panels, 14-ft eave height, one 8-ft roll up door and one standard walk through door.

#### **ADDED ALTERNATE 2**

Enclose a 1,500 square foot area within the detached steel building with frame walls and install a suspended ceiling. Install R-19 insulation in the walls and R-30 insulation in the ceiling. Install finished drywall in enclosed area painted to owners color specification.

#### **ADDED ALTERNATE 3**

Install HVAC system to heat and cool enclosed area within detached steel building.

#### ADDED ALTERNATE 4

Construct 4-ft wide covered breezeway from rear door of existing building to the detached steel building entrance.

## INTERIOR RENOVATION SUPERVISOR OF ELECTIONS

#### PROPOSAL PRICE QUOTE SHEET

BUILDING RENOVATIONS:	\$	
ADDED ALTERNATE 1:	\$	
ADDED ALTERNATE 2:	\$	
ADDED ALTERNATE 3:	\$	
ADDED ALTERNATE 4:	\$	
TOTAL LUMP SUM PRICE:	\$	
the availability of funds. If funding of County Commissioners reserves available funding. Such partial awa	of this project or any portion thereof will be is not available to award the project in its the right to award portions thereof so as and will not relieve the Bidder from comps as more specifically detailed within these	entirety, the Board s to remain within lying with the full
COMPANY NAME:		
SUBMITTED BY:	Print Name	
Signature	·	Date

(please place this sheet at the front of the bid package)

(16)

#### TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Requesting Board approval to forego the bid process on two (2) homes which are eligible to receive rehabilitation assistance through the Residential Construction Mitigation Program (RCMP) to meet the quick timelines required for expending additional funding which will be available to the County RCMP housing rehabilitation program.

MEETING DATE REQUESTED:

March 21, 2017

Statement of Issue: Due to the success of the local RCMP program, the County has the opportunity to receive funding to complete two additional homes through the RCMP, however the projects must be completed by June 30, 2017. The state Program Director of the RCMP has pre-approved using Florida Retrofits for the two projects with Board approval. The below listed individuals are qualified and their homes are eligible to receive rehabilitation assistance through the

RCMP Program.

Queen Cook, 303 1<sup>st</sup> Street, Perry Christella Williams, 105 Goff Street, Perry

Recommended Action:

Florida Retrofits successfully completed the large majority of the RCMP housing rehabilitation projects in Taylor County and has been pre- approved by the state Program Director to complete two additional projects with Board approval. The projects will have an estimated cost of up to \$25,000 each. Staff recommends the Board to approve moving forward with the two rehabilitation projects using Florida Retrofits as the contractor.

Fiscal Impact: The funding is will enable the County to complete two additional projects on the waiting list for those needing housing rehabilitation assistance. The projects are 100% funded through the RCMP grant program.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

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History, Facts & Issues: March 10, 2017 the state RCMP Program Director and staff toured several homes in Taylor County which have received rehabilitation assistance through the program. In addition, RCMP staff reviewed the County's reporting and administrative documentation. Due to the success of the local program and the completion of projects well within the current grant contract timelines, the state is willing to provide Taylor County funding to complete two additional rehabilitation projects if the projects can be completed by June 30, 2017. The state's federal contract expires June 30 and the available funds are funds another County will not be able to expend within grant timelines and have been returned to the state program. Taylor County has a waiting list of those needing housing rehabilitation assistance. The required wind mitigation studies had been completed on homes of Queen Cook and Christella Williams which we had hoped to complete but did not have enough funding for. Both homeowners have been qualified for assistance. The state has pre-approved Florida Retrofits to complete the two projects if the Board of Commissioners also approves to meet the June 30 deadline. Florida Retrofits has indicated they could complete the projects immediately if the Board approves. Taylor County had previously received \$194,000 in RCMP grant funds with no match from the County. The state will provide additional funding to complete the two projects which is anticipated to be approximately \$50,000. The state will also provide funding to cover the administrative fees of Government Services Group to provide project oversight and inspection services. There were no local bidders on the previously completed RCMP projects.

Attachments: Not applicable at this time.



County Commission Agenda Item

SUBJECT/TITLE:

Board to review and approve Notice To Bidders and associated bid documents for the Steinhatchee River Bridge Lighting Project.



MEETING DATE REQUESTED:

March 21, 2017

Statement of Issue: Board to review and approve Notice To Bidders and associated

documents for the Steinhatchee River Bridge Project.

Recommended Action: Approve Notice to Bidders and associated documents for

the Steinhatchee River Bridge Lighting Project.

Fiscal Impact: The project will be 100% funded with a donation from the Frank

Jackson family. The project has an estimated cost of \$390,365.

Budgeted Expense: Y/N

Not applicable

Submitted By: Melody Cox

Contact: Melody Cox

#### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Frank Jackson donated funds to Taylor County in

December 2014 and will donate additional funds to be used to light the Steinhatchee River Bridge. AVCON, Inc.

prepared the feasibility study and the design and

engineering associated with the project and the Jackson family has paid for all costs. AVCON will also be providing the project management services. The Jackson family has

indicated they would be willing to pay for the cost of

security cameras/surveillance equipment for the lighting to

prevent vandalism if need be in the future.

ATTACHMENTS: Notice To Bidders and associated bid documents.

#### **NOTICE TO BIDDERS**

## STEINHATCHEE RIVER BRIDGE LIGHTING PROJECT in TAYLOR COUNTY, FLORIDA

Notice is hereby given that Taylor County will receive sealed bids at the Taylor County Board of County Commissioners, Attn: Clerk's Office, 108 East Jefferson Street, Perry, Florida 32347 (850-838-3506) until 4 pm local time on Friday, April 28, 2017, for the Steinhatchee River Bridge Lighting project in Taylor County, Florida. Bids must be submitted in a sealed enveloped clearly marked "BID ENCLOSED: STEINHATCHEE RIVER BRIDGE LIGHTING PROJECT, TAYLOR COUNTY, FLORIDA." Bids will be opened at the Taylor County Board of Commissioners meeting to be held at the Taylor County Administration Complex, 201 East Green Street, Perry, Florida on Monday, May 1, 2017 at 6:05 pm. Bids will be publicly opened and read aloud.

The project consists of providing all labor, materials, machinery, tools, equipment and other means of construction necessary and incidental to the completion of the work shown on the plans and described in these specifications including, but not necessarily limited to the following:

Installation of 11 street lights and associated conduit, cable, and controls on the Steinhatchee River Bridge in Taylor County, Florida.

The contract time for substantial completion of the work included shall be <u>120</u> calendar days from the date of the "Notice to Proceed (NTP)." The final project completion shall be <u>140</u> calendar days from the date of the "Notice to Proceed (NTP)".

Beginning on Wednesday, March 22, 2017, digital copies of the above documents may be obtained from the offices of AVCON, INC., 320 Bayshore Drive, Suite A, Niceville, Florida, 32578, (850) 678-0050, upon payment of a non-refundable fee of thirty dollars (\$30.00) payable to AVCON, INC. for each set of project documents obtained. A hard copy of the above documents may be provided at an additional charge.

Bid security in the amount of at least five percent (5%) of the total quote must be submitted with the quote. The quote security may be either a certified check or a proposal guaranty bond executed by a surety company authorized to do business in the State of Florida. Quote security shall be made payable to Taylor County. The successful contractor must be able to furnish proof of required insurance, a 100% Performance Bond, and a 100% Labor and Materials Payment Bond, and shall begin execution of this contract within five (5) calendar days following the date of the Notice to Proceed.

A non-mandatory Pre-Bid Conference will be conducted at the Steinatchee Community Center at 1013 S. Riverside Drive, Steinhatchee, Florida 32359 on Tuesday, April 4, 2017 at 11:00 a.m. local time (EDT). Questions relating to the Project Documents will be answered at that time. Attendance by prospective prime contractors is strongly recommended.

The Taylor County Board of County Commissioners reserves the right, it its sole and absolute discretion, to reject, to cancel, or withdraw this bid at any time and waive any irregularities in the bid process. The County reserves the right to award any contract to the respondent which it deems to offer the best overall service; therefore, the County is not bound to award any contract based on the lowest quoted price. The County, in its sole and absolute discretion, also reserves the right to waive any minor defects in the process and to accept the bid deemed to be in the County's best interest. **No faxed Proposals will be accepted.** 

#### **OWNER'S CONTACT:**

Melody Cox
County Grants Administrator
Taylor County Board of County
Commissioners

201 East Green Street Perry, Florida 32347 Tel: 850-838-3553

Fax: 850-838-3563

**ENGINEER'S CONTACT:** 

John Collins, P.E.
Project Manager
AVCON, INC.
320 Bayshore Drive, Suite "A"
Niceville, Florida 32578

Tel: 850-678-0050 Fax: 850-678-0040

All bids should be addressed as follows:

## BID ENCLOSED: STEINHATCHEE RIVER BRIDGE LIGHTING PROJECT TAYLOR COUNTY, FLORIDA

Taylor County Board of County Commissioners Attention: Clerk's Office 108 East Jefferson Street Perry, Florida 32347

By:		
Taylor County Board of County Commissioners		
Name:		
	Date	
Title:		

**CONSTRUCTION DRAWINGS FOR:** 

# STEINHATCHEE RIVER BRIDGE LIGHTING PROJECT







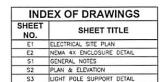
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APP	ROVED BY		DMB
DAT	E:		MARCH 2017
PRO	JECT NO.		2016.148.01
	F	REVISIONS	5
NO.	DATE	DESCRIPTION	SHEETS
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OWNER



### TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

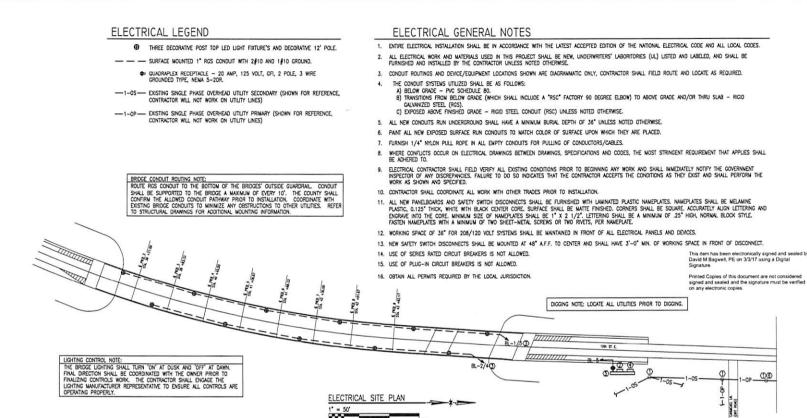
PAM FEAGLE, CHAIR MALCOLM PAGE, VICE CHAIR JIM MOODY FRANK RUSSELL THOMAS DEMPS DISTRICT 4
DISTRICT 1
DISTRICT 2
DISTRICT 3
DISTRICT 5





AVCON, INC.
EIGNEERS & PLANNERS
320 BAYSHOE DRIVE, SUITE A - NICEVILLE, FL 32578-2425
OFFICE: (859) 675-0059 - FAX: (859) 678-0040
CORPORATE CERTIFICATE OF AUTHORIZATION NUMBER: 5057
www.avcominc.com

100% FOR CONSTRUCTION



NOTE: LIGHTING LOCATIONS ARE DIAGRAMMATIC IN LOCATION. REFER TO STRUCTURAL MOUNTING DETAILS FOR MOUNTING REQUIREMENTS TO BRIDGE.

LIGHTING FIXTURE SCHEDULE MARK MANUFACTURER AND CATALOG No. MOUNTING PROMDE THREE (3) DECORATIVE LED POST TOP LIGHT FIXTURES PER POLE, 240V ● LUNEC LSO-48W16LED4K-T-PC-CS-LE4-240-AST LED POLE TOP 12' TALL POLE, FLUTED ROUND CAST ALUMINUM TAPERED SHAFT AND POLE BASE POLE PHILIPS LUNEC R74-12-GFII-BR

KEY NOTES: (I) EXISTING UTILITY POLE TO REMAIN.

(2) NEW 36" WIDE x 36" TALL x 8" DEEP NEMA 4X CABINET WITH 60 ANP, 120/240V, 10,

LOADCENTER AND PHOTOCELL/TIMECLOCK CONTROLLER. REFER TO DETAIL ON E3 SHEET. (3) INSTALL 2#10,1#10 GND IN 1" RGS CONDUIT. ONCE OFF THE BRIDGE, TRANSITION CIRCUIT UNDERGROUND TO NEW LOADCENTER 'BL' AND CONTROLLER, UNDERGROUND CONDUIT SHALL BE PYC SCHEDULE 80.

The new meter and secondary connection, coordinate requirements with utility.

(5) UNISTRUT; SEE SHEET E2 FOR UNISTRUT MOUNTING DETAIL

(5) EXISTING POLE MOUNTED UTILITY TRANSFORMER.





(D)(D)





AVCON, INC.



TAYLOR COUNTY

STEINHATCHEE RIVER **BRIDGE LIGHTING** PROJECT

**ELECTRICAL SITE PLAN** 

REVISIONS:					
NO.	DATE	BY	DESCRIPTION		
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#### 100% FOR CONSTRUCTION

DESIGNED BY CHECKED BY DMB APPROVED BY DATE: **MARCH 2017** 

AVCON PROJECT NO. 2016.148.01 SHEET NUMBER

This item has been electronically signed and sealed by David M Bagwell, PE on 3/3/17 using a Digital Signature. FRONT VIEW / DOOR CLOSED Printed Copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies. -36.00-FRONT VIEW / DOOR REMOVED **KEYED NOTES** PHOTO CELL 0 LOADCENTER CONTACTOR LIGHITNG CONTROLLER ENCLOSURE, N4X STAINLESS STEEL 6. **NEUTRAL KIT** 7. MAIN BREAKER H-O-A SELECTOR SWITCH 8. 9. GFCI RECEPTACLE 10. SURGE SUPPRESSOR 10 36.00 0 0 N N NEMA 4X ENCLOSURE DETAIL
NOT TO SCALE





AVCON, INC.
ENGINEERS & PLANNERS
228 BAYSHORE DRIVE, EXITE A HERVALE, FL. 2257-24
OPPICE (195) 673-0556 - FAX: (195) 673-0606
CORPORATE CERTIFICATE OF AUTHORIZATION NUMBER: 19
WITH A STOOMS. 6009



TAYLOR COUNTY

STEINHATCHEE RIVER BRIDGE LIGHTING PROJECT

NEMA 4X ENCLOSURE DETAIL

ATTENTIO

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#### 100% FOR CONSTRUCTION

 DESIGNED BY:
 DMB

 DRAWN BY:
 DMB

 CHECKED BY:
 DMB

 APPROVED BY:
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 DATE:
 MARCH 2017

AVCON PROJECT NO. 2016.148.01 SHEET NUMBER

E3

McCarthy

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First

BAGWELL ENGINEERS

19 E Comment St. R. Authorization No. 30157

Persacola, Fl. 30502 R. P. Fle. 36036

Phone: (800) 462-6040 Job Number: 17-008

#### GENERAL NOTES

- TO THE BEST OF OUR KNOWLEDGE, THE STRUCTURAL PLANS AND SPECIFICATIONS COMPLY WITH THE APPLICABLE REQUIREMENTS OF THE FOLLOWING GOVERNING DESIGN
  - A FLORIDA BLILDING CODE 2014
- B. ASC STEEL CONSTRUCTION MANUAL (13TH EDITION)
- BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE, (ACI 318-11)
  MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES (ASCE 7-10)
- THE STRUCTURAL DOCUMENTS ARE TO BE USED IN CONJUNCTION WITH THE ELECTRICAL DOCUMENTS. USE THESE NOTES IN CONJUNCTION WITH THE PROJECT SPECIFICATIONS. IF A CONFLICT EXISTS, THE MORE STRINGENT GOVERNS.
- THE CONTRACTOR SHALL REVIEW ALL CONTRACT DOCUMENTS: INCLUDING DIMENSIONS. AND SITE CONDITIONS AND COORDINATE WITH FIELD DIMENSIONS AND PROJECT SHOP AND SITE CONDITIONS AND COORDINATE WITH FIELD DIMENSIONS AND PROJECT SHOP DRAWINGS PRIOR TO CONSTRUCTION, ANY AND ALL DISCREPANICES SHALL BE SUBMITTED IN WRITING TO ARCHITECT / ENGINEER, DO NOT MODEY OR CHANGE THE SIZE OR DIMENSIONS OF STRUCTURAL MEMBERS WITHOUT WRITTEN INSTRUCTIONS FROM THE STRUCTURAL ENGINEER OF RECORD.
- RESOLVE ANY CONFLICTS ON THE DRAWINGS OR SPECIFICATIONS DISCOVERED DURING THE BIDDING PERIOD WITH THE ARCHITECT / ENGINEER, THESE SHALL BE IMMEDIATELY COMMUNICATED IN WRITING TO THE ARCHITECT / ENGINEER.
- IT SHALL BE THE RESPONSIBILITY OF THE SUBCONTRACTOR TO LOCATE ANY AND ALL IT SHALL BE THE RESPONSIBILITY OF THE SUBCONTRACTOR TO LOCALE ARY AND ALL EXISTING UTILITIES WHETHER SHOWN HEREON OR NOT, AND TO PROTECT EXISTING FACILITIES, STRUCTURES AND UTILITY LINES FROM ALL DAMAGE, EACH CONTRACTOR SHALL PROTECT HIS WORK, ADJACENT PROPERTY AND THE PUBLIC. EACH CONTRACTOR SOLELY RESPONSIBLE FOR DAMAGE OR INJURY DUE TO HIS ACT OR NEGLECT.
- THE STRUCTURE SHOWN ON THESE DRAWINGS IS STRUCTURALLY SOUND ONLY IN ITS COMPLETED FORM. THE CONTRACTOR SHALL PROVIDE ALL NECESSARY BRACING TO STABILIZE THE BUILDING DURING CONSTRUCTION.
- WHERE A CONSTRUCTION DETAIL IS NOT SHOWN OR NOTED, THE DETAIL SHALL BE THE SAME AS FOR OTHER SIMILAR WORK, DETAILS LABELED "TYPICAL DETAILS" ON THE DRAWINGS APPLY TO ALL STUATIONS THAT ARE THE SAME OR SIMILAR TO THOSE SPECIFICALLY DETAILED. MAY QUESTIONS REGARDING APPLICABILITY OF TYPICAL DETAILS. SHALL BE RESOLVED BY THE ARCHITECT / ENGINEER.
- 8. DESIGN LOAD CRITERIA:

A	BUILDING OCCUPANCY CATEGORY
В.	GRAVITY LOADS:
C.	DEAD LOAD
D.	
	WIND SPEED V(ult)
	WIND SPEED V(asd)
	WIND EXPOSURE CATEGORY
	<ul> <li>INTERNAL PRESSURE COEFFICIENT +/- 0.00 (OPEN)</li> </ul>

9. DO NOT SCALE DRAWINGS, USE DIMENSIONS SHOWN, IF CONFLICT EXISTS, CONTACT THE ARCHITECT/ ENGINEER IN WRITING.

#### STRUCTURAL STEEL

- REFERENCE STANDARDS: STRUCTURAL STEEL SHALL BE DETAILED, FABRICATED AND ERECTED IN ACCORDANCE WITH THE AISC STEEL CONSTRUCTION MANUAL AND THE AISC CODE OF STANDARD PRACTICE (REFERENCED EDITION) WITH EXCEPTION NOTED IN THE PROJECT SPECIFICATIONS.
- 2 OSHA REQUIREMENTS:
  - A THE CONTRACTOR SHALL PROVIDE ADDITIONAL ANCHORS, BOLTS, STABILIZERS, STIFFENERS, BRIDGING, BRACING, ETC. AS NECESSARY TO COMPLY WITH CURRENT
- 3. MATERIAL REQUIREMENTS OF STRUCTURAL STEEL SHALL CONFORM TO THE FOLLOWING

٨.	ANGLES, CHANNELS, AND	PLATES ASTN A276 (T3	104)
В.	HIGH STRENGTH BOLTS .	ASTM F593	
-	WEI DING ELECTRODES	AWS FTOR	

- USE STRUCTURAL STEEL THAT IS FULLY WELDABLE INCLUDING WHEN WELDING BETWEEN DIFFERENT GRADES OF STEEL SHOP WELDING SHALL BE UTILIZED IN LIEU OF FIELD WELDING WHEN OBTAINABLE.
- ALL SHOP AND FIELD WELDING SHALL CONFORM TO THE STRUCTURAL WELDING CODE AWS, LATEST EDITION, PUBLISHED BY THE AMERICAN WELDING SOCIETY (AWS). WELD SIZES ARE THE NET EFFECTIVE SIZE REQUIRED, INCREASE THE WIDTH OF THE WELD IF A GAP EXISTS AT FAYING SURFACES. MINIMUM FILLET WELD SIZE IS 3/16".
- ALL SHOP AND FIELD WELDERS, WELDING OPERATORS, AND TACKERS SHALL BE CERTIFIED ACCORDING TO AMS PROCEDURES AND HAVE EVIDENCE OF PASSING THE AWS STANDARD QUALIFICATION TESTS. CERTIFICATION MUST BE CURRENT.

- 7 ALL JOINT WELDING PROCEDURES TO BE LISED SHALL BE PREPARED BY THE FABRICATOR OR CONTRACTOR AS WRITTEN PROCEDURE SPECIFICATIONS AND SUBMITTED

  TO THE ARCHITECT/ENGINEER FOR THEIR RECORD, ALL JOINT WELDING PROCEDURES SHALL BE QUALIFIED PRIOR TO USE ACCORDING TO AWS PROCEDURES.
- 8. FIELD MODIFICATION OF STRUCTURAL STEEL SHALL NOT BE CUT IN FIELD OR MODIFIED WITHOUT PRIOR APPROVAL OF THE ENGINEER SPLICING STEEL MEMBERS IS NOT PERMITTED EXCEPT WHERE EXPLICITLY SHOWN ON THE STRUCTURAL DRAWINGS OR WHERE APPROVED BY THE PIONIEER OF RECORD. SPLICES SHALL NOT OCCUR AT LOCATIONS OF MAXIMUM STRESS AND SHALL DEVELOP THE FULL CAPACITY OF THE MEMBER. SPLICE DETAILS SHALL BE SUBMITTED FOR APPROVAL PRIOR TO BEGINNING
- WHEN HOLES ARE REQUIRED IN METAL SURFACE, THEY SHALL BE CUT, DRILLED, OR PUNCHED HOLES PERPENDICULAR TO METAL SURFACE. IN NO INSTANCE IS IT ADEQUATE TO USE A FLAME TO CUT OR ENLANGE HOLES IN STRUCTURAL STEEL MEMBERS.
- 10. THE STEEL SUPPLER SHALL PROMDE ALL MISCELLINEOUS STRUCTURAL STEEL ITEMS NECESSARY TO PULFILL THE INTENT OF THE STRUCTURAL DRAWNOS WHETHER OR NOT THE TEMS ARE SHOWN ON THE STRUCTURAL DRAWNOS, SUCH ITEMS MAY INCLUDE BUT ARE NOT LIMITED TO EDDE ANGLES, CLOSURE PLATES, AND SUPPORT FRAMING.
- ALL EXTERIOR STEEL SHALL BE HOT DIP GALVANIZED PRIOR TO INSTALLATION AND PAINTED WITH A COAT OF THEMEC PAINT, COLOR SHALL BE SELECTED BY OWNER.

#### ADHESIVE ANCHORING SYSTEMS

- ADHESIVE ANCHORS SHALL BE AS SPECIFIED ON THE CONSTRUCTION DRAWINGS OR APPROVED EQUIVALENT. ACCEPTABLE SYSTEMS SHALL INCLUDE: SIMPSON, HILTI (EPOXY OR POLYESTER RESIN ADHESIVE) ANCHORS OR APPROVED EQUIVALENT WITH DIAMETER AND EMBEDMENT LENGTH AS NOTED ON THE PRAININGS OR IN ACCORDANCE WITH THE MANUFACTURERS SPECIFICATIONS. INSTALL ALL ANCHORAGE PER THE MANUFACTURERS
- DIAMETER OF HOLE SHALL BE AS RECOMMENDED BY MANUFACTURER FOR THE PARTICULAR PRODUCT SPECIFIED IN THE DRAWINGS.
- 3. UNLESS NOTED, ANCHOR SPACING AND ANCHOR EDGE DISTANCE SHALL BE ACCORDING TO THE MANUFACTURER'S MOST CURRENT PUBLICATION IN ORDER TO DEVELOP MAXIMUM
- 4. DO NOT EXCEED MANUFACTURER'S MAX. RECOMMENDED TIGHTENING TORQUE.
- ALL ANCHORS SHALL BE INSTALLED AS PER MANUFACTURER'S RECOMMENDATIONS AND UNDER MANUFACTURER'S SUPERVISION IN ORDER TO DEVELOP THE MOST CURRENT
- INSTALLATION OF ALL ANCHORS SHALL BE PERFORMED BY PERSONNEL CERTIFIED BY AN APPLICABLE CERTIFICATION PROGRAM. CERTIFICATION SHALL INCLUDE WRITTEN AND PERFORMANCE TESTS IN ACCORDANCE WITH ACJORNI ADHESIVE ANCHOR INSTALLER CERTIFICATION PROGRAM OR FOLINA ENT.
- 7. ALL ANCHORS INSTALLED SHALL BE CONTINUOUSLY INSPECTED DURING INSTALLATION BY ALL NUMBERS INSTALLED SINCE BE CONTINUOUS. THAT PURPOSE BY THE BUILDING OFFICIAL THE SPECIAL INSPECTOR SHALL FURNISH A REPORT TO THE LICENSED DESIGN. THE SPECIAL HOSPECTOR SHALL FURNISH A REPORT TO THE LICENSED DESIGN. BY THE REPORT HAS BEEN PERFORMED AND THE MATERIALS USED AND THE INSTALLATION PROCEDURES USED. CONFORM WITH THE APPROVED CONTRACT DOCUMENTS AND THE MANUFACTURER'S PRINTED INSTALLATION INSTRUCTIONS (MPII)
- 8. TESTING OF EPOXIED ANCHORAGE SHALL BE REQUIRED. THE CONTRACTOR SHALL TEST A TESTING OF EPURID MONOROUS SHALL BE REQUIRED, THE CONTINUATION SHALL TEST ANNIAUM OF TUST OF EACH DAY'S PRODUCTION AND NOT LESS THAN THIS MICHORS. THE TEST SHALL BE ACCOMPLISHED BY A APPLYING A TENSILE LOAD OF TOOD POUNDS TO THE EBBOD ANCHOR. IF ANY TEST FALS THE LOAD TEST, ALL APPLICATIONS FOR THAT DAY, SHALL BE TESTED, THE TESTING RESULTS SHALL BE REVEWED BY THE

#### FPOXY ANCHOR INSTALLATION NOTES

- DRILL DRILL HOLE TO SPECIFIED DIAMETER AND DEPTH.
- BLOW REMOVE DUST FROM HOLE WITH OIL-FREE COMPRESSED AIR FOR A MINIMUM OF 4 SECONDS. COMPRESSED AIR NOZZLE MUST REACH THE BOTTOM OF THE HOLE.
- BRUSH CLEAN WITH A NYLON BRUSH FOR A MINIMUM OF 4 CYCLES. BRUSH SHOULD PROMDE RESISTANCE TO INSERTION. IF NO RESISTANCE IS FELT, THE BRUSH IS WORN AND MUST BE REPLACED.
- BLOW REMOVE DUST FROM HOLE WITH OIL-FREE COMPRESSED AIR FOR A MINIMUM OF 4 SECONDS. COMPRESSED AIR NOZZLE MUST REACH THE BOTTOM OF THE HOLE.

- CARTRIDGE PREPARATION SHALL INCLUDE CHECKING EXPIRATION DATE ON PRODUCT LABEL, DO NOT USE EXPIRED PRODUCT, PRODUCT IS USABLE UNTIL END OF PRINTED
- ATTACH ATTACH PROPER SIMPSON STRONG-TIE® NOZZLE TO CARTRIDGE. DO NOT
- INSERT INSERT CARTRIDGE INTO DISPENSING TOOL.
- DISPENSE DISPENSE ADHESIVE TO THE SIDE UNTIL PROPERLY MIXED (UNIFORM

#### FILLING THE HOLE

- INSTALL SIMPSON STRONG-TIED ARC ADHESIVE RETAINING CAP. REFER TO ADHESIVE RETAINING CAPS FOR PROPER ARC SIZE.
- FILL -FILL HOLE 1/2 2/3 FULL, STARTING FROM BOTTOM OF HOLE TO PREVENT AIR POCKETS. WITHDRAW NOZZLE AS HOLE FILLS UP.
- INSERT CLEAN, OIL-FREE ANCHOR, TURNING SLOWLY UNTIL THE ANCHOR CONTACTS
- DO NOT DISTURB THREADED ROD ANCHOR UNTIL FULLY CURED, (SEE CURE SCHEDULE FOR SPECIFIC ADHESIVE IN CONTRACT DOCUMENTS AND COORDINATE WITH THE MANUFACTURERS WRITTEN INSTRUCTIONS.)

#### WIND LOADS

#### Method A & B

LIGHT	h	area A	C	K,	q.	F (lbs)	M (ft-lbs)
	17.00	7.7	1.85	0.87	32.0	386.4	6375.3
POLE	16.00	1.3	1.2	0.86	31.6	42.6	596.1
	12.00	5.3	1.2	0.85	31.3	170.1	1361.0
	4.00	5.0	1.2	0.85	31.3	159.4	318.8
					TOTAL	561.7	5404.5

Method	C							
LIGHT	h	area A	C	K.	q.	F (lbs)	M (ft-lbs)	PSF
BALANCE, SEE FIG. 6-20 =	17.00	0.68	1.85	0.87	32.0	30.8	508.0	45.28
0 TO s =	17.00	1.00	3.50	0.87	32.0	85.7	1414.3	85.71
s TO 2s -	17.00	1.00	2.28	0.87	32.0	55.9	922.4	55.90
2s TO 3s =	17.00	1.00	1.68	0.87	32.0	41.2	680.1	41.22
	17.00	1.00	1.05	0.87	32.0	25.7	424.0	25.70
	17.00	1.00	1.05	0.87	32.0	25.7	424.0	25.70
	17.00		1.05	0.87	32.0	0.0	0.0	
			1.05	0.87	32.0	0.0	0.0	
POLE	16.00	1.3	1.2	0.86	31.6	42.6	596.1	
	12.00	5.3	1.2	0.85	31.3	170.1	1361.0	
	4.00	5.0	1.2	0.85	31.3	159.4	318.8	
					TOTAL	637.1	6648.8	
					H =	637.1		







AVCON, INC.



TAYLOR COUNTY

STEINHATCHEE RIVER **BRIDGE LIGHTING** PROJECT

**GENERAL NOTES** 

ATTENTION

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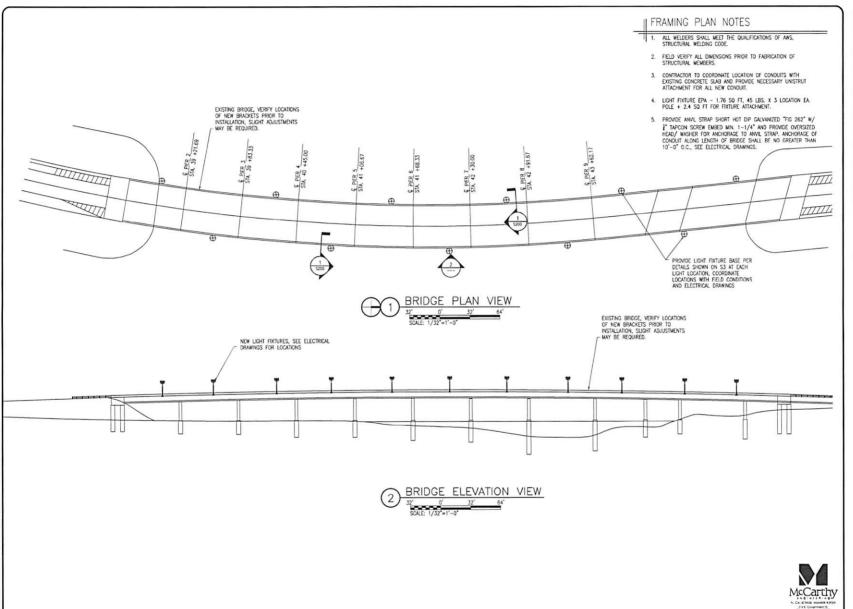
#### 100% FOR CONSTRUCTION

DESIGNED BY: DRAWN BY: WEH CHECKED BY: DJM APPROVED BY: DJM DATE: **MARCH 2017** 

AVCON PROJECT NO. 2016,148.01

SHEET NUMBER

**S1** 







AVCON, INC.
ENGINEERS & PLANNERS
130 BAYBRORE SHIPE, BUTTE A - WICEVILLE, PL 2217-1-1-225
OFFICE; SHIPE TO-ROW, FAR, ISSEE TH-MODE
COMPORATE CERTIFICATE OF AUTHORIZATION HUMBER: 586
COMPORATE CERTIFICATE OF AUTHORIZATION HUMBER: 586



TAYLOR COUNTY

STEINHATCHEE RIVER BRIDGE LIGHTING PROJECT

**PLAN & ELEVATION** 

ATTENTO

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NO.	DATE	BY	DESCRIPTION

#### 100% FOR CONSTRUCTION

 DESIGNED BY:
 DJM

 DRAWN BY:
 WEH

 CHECKED BY:
 DJM

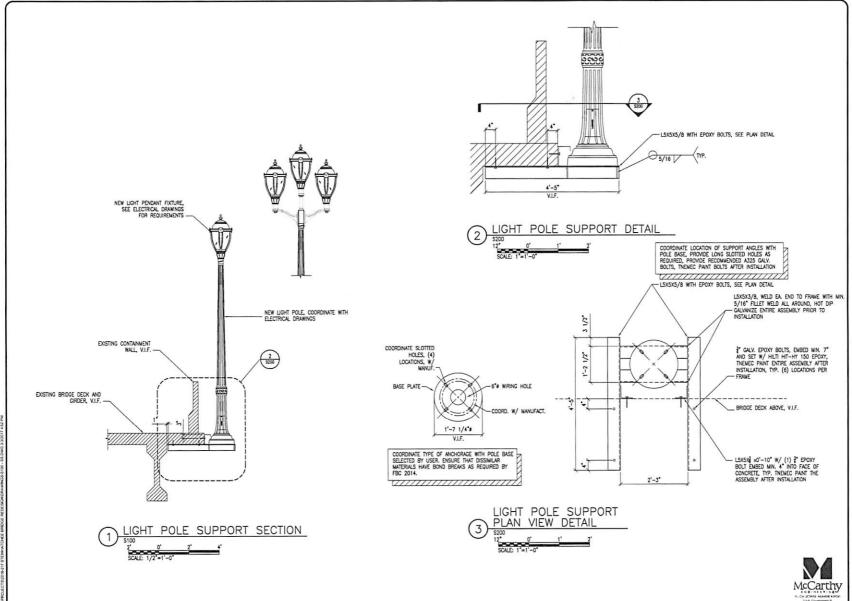
 APPROVED BY:
 DJM

 DATE:
 MARCH 2017

AVCON PROJECT NO. 2016,148,01

SHEET NUMBER

**S2** 







AVCON, INC.
ENGINEERS & PLANNERS
220 BAYSHORE (RIVE A - NCEVILLE, FL 32578-2425
COPPORT: (850) 678-6000 - FAC; (850) 678-6040
CORPORATE CERTIFICATE OF AUTHORIZATION NUMBER; 506



TAYLOR COUNTY

STEINHATCHEE RIVER BRIDGE LIGHTING PROJECT

LIGHT POLE SUPPORT DETAIL

ATTENTION

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#### 100% FOR CONSTRUCTION

DESIGNED BY:	DJM
DRAWN BY:	WEH
CHECKED BY:	DJM
APPROVED BY:	DJM
DATE:	MARCH 2017

AVCON PROJECT NO. 2016,148.01

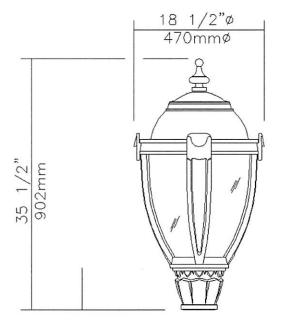
SHEET NUMBER

**S**3











EPA: 1.76 sq ft / weight: 45 lb (20.5 kg)

Note: 3D image may not represent color or option selected.

Logos above include link, click to access.

Qty 3 Luminaire L80-48W16LED4K-T-PC-CS-LE3-240-SF72-FN3-BO-BR

# **Description of Components:**

Finial: Decorative cast 356 aluminum, mechanically assembled.

**Hood:** A die cast A360.1 aluminum dome, mechanically assembled on the luminaire.

Guard: In a round shape with 4 arms, this guard is a one-piece cast 356 aluminum mechanically assembled to the fitter.

**Access-Mechanism:** A gravity die cast 356 aluminum frame with latch and hinge. The mechanism shall offer tool-free access to the inside of the luminaire. An embedded memory-retentive gasket shall ensure weatherproofing.

Heat Sink: Made of cast aluminum optimising the LEDs efficiency and life. Product does not use any cooling device with moving parts (only passive cooling device).

**Globe:** (PC-CS), Made of one-piece seamless injection-molded satin clear polycarbonate. The globe is assembled on the access-mechanism.

**LED Module:** LED type Philips Lumileds LUXEON T. Composed of 16 high-performance white LEDs. Color temperature as per ANSI/NEMA bin Neutral White, 4000 Kelvin nominal (3985K +/- 275K or 3710K to 4260K), CRI 70 Min. 75 Typical.

**Optical System:** (LE3), IES type III (asymmetrical). Composed of high-performance optical grade PMMA acrylic refractor lenses to achieve desired distribution optimized to get maximum spacing, target lumens and a superior lighting uniformity. Performance shall be tested per LM-63, LM-79 and TM-15 (IESNA) certifying its photometric performance. Street side indicated.



**Driver:** High power factor of 90% minimum. Electronic driver, operating range 50/60 Hz. **Auto-adjusting universal voltage input from 120 to 277 VAC rated for both application line to line or line to neutral, Class I, THD of 20% max. Maximum ambient operating temperature from -40F(-40C) to 130F(55C) degrees.** 

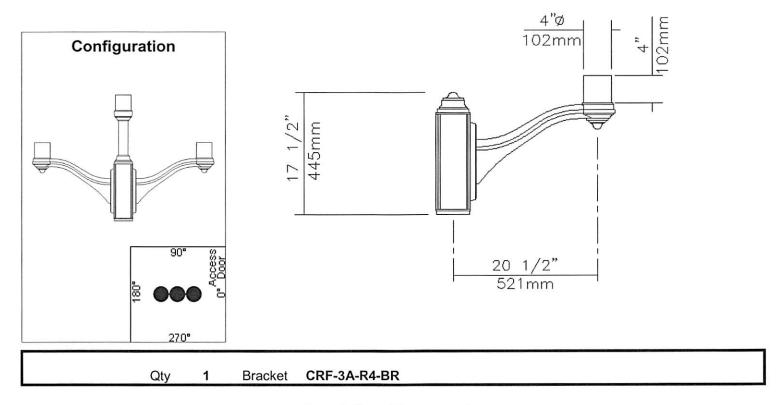
The current supplying the LEDs will be reduced by the driver if the driver experiences internal overheating as a protection to the LEDs and the electrical components. Output is protected from short circuits, voltage overload and current overload. Automatic recovery after correction. Standard built-in driver surge protection of 2.5kV (min).

Surge Protector: Surge protector tested in accordance with ANSI/IEEE C62.45 per ANSI/IEEE C62.41.2 Scenario I Category C High Exposure 10kV/10kA waveforms for Line-Ground, Line-Neutral and Neutral-Ground, and in accordance with U.S. DOE (Department of Energy) MSSLC (Municipal Solid-State Street Lighting Consortium) model specification for LED roadway luminaires electrical immunity requirements for High Test Level 10kV / 10kA.

Fitter: Cast aluminum 356 c/w 4 set screws 3/8-16 UNC. Fits on a 4"(102mm) outside diameter by 4"(102mm) long tenon.

**Luminaire Options: (BO)**, Product meets the ANSI C136.31-2001 table 2, American National Standard for Roadway Luminaire Vibration specifications for Bridge/overpass applications.





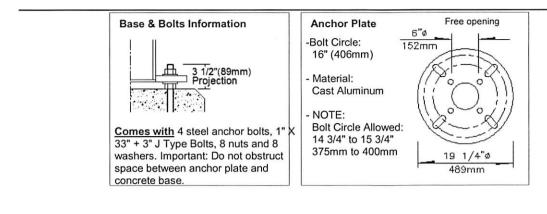
## **Description of Components:**

Arm: Made of cast 356 aluminum, mechanically assembled.

Central Adaptor: Made of aluminum 6063-T5, Slip-fits 9" (229mm) over a 4" (102mm) outside diameter pole tenon. Mechanically fastened by four set-screws at 90 degrees around the bracket.

Bracket Weight: 43 lbs (19.5 kg)





Qty 1 Pole R74-12-GFII-BR

## **Description of Components:**

**Pole Shaft:** Shall be made from a 12 fluted round cast 356 aluminum tapered shaft, having an average of 0.250" (6.4mm) wall thickness, mechanically assembled to the pole base.

**Pole Base:** Shall be made from a round fluted cast 356 aluminum base having a 0.375" (9.5mm) wall thickness, welded to both the bottom and top of the anchor plate.

**Maintenance Opening:** The pole shall have a 3 1/2" x 8 3/4" (89mm x 222mm) maintenance opening centered 16 3/4" (425mm) from the bottom of the anchor plate, complete with a weatherproof cast 356 aluminum cover and a copper ground lug.

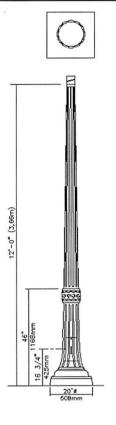
**Base Cover:** One piece round base cover made from cast 356 aluminum, mechanically fastened with stainless steel screws.

**Pole Options:** (GFI) Duplex receptacle, WR Weather Resistant, 120 volts, ground fault interrupter, **complete with an in-use weatherproof aluminum painted cover**. Possibility of padlock (Padlock not included). **15 amp., NEMA 5-15R.** 

**Note:** A tenon will be provided when the luminaire or bracket does not fit directly on pole shaft. Tenon not shown on the drawing.

**IMPORTANT:** Philips Lumec strongly recommends the installation of the complete lighting assembly with all of its accessories upon the anchoring of the pole. This will ensure that the structural integrity of the product is maintained throughout its lifetime.

Pole Weight: 100 lbs (45.5 kg)



#### Miscellaneous

## **Description of Components:**

Wiring: Gauge (#14) TEW/AWM 1015 or 1230 wires, 6" (152mm) minimum exceeding the bracket.

Hardware: All exposed screws shall be complete with Ceramic primer-seal basecoat to reduce seizing of the parts and offers a high resistance to corrosion. All seals and sealing devices are made and/or lined with EPDM and/or silicone and/or rubber.

**Finish:** Color to be **bronze (BR)** and in accordance with the AAMA 2603 standard. Application of polyester powder coat paint (4 mils/100 microns) with ± 1 mils/24 microns of tolerance. The Thermosetting resins provides a discoloration resistant finish in accordance with the ASTM D2244 standard, as well as luster retention in keeping with the ASTM D523 standard and humidity proof in accordance with the ASTM D2247 standard.

The surface treatment achieves a minimum of 2000 hours for salt spray resistant finish in accordance with testing performed and per ASTM B117 standard.

Surface Finish: The above mentioned product has been specified in a smooth finish. We wish to inform you that we cannot guarantee a finish without imperfections (e.g. apparent grinding marks and porosity). We strongly recommend the use of a textured finish which provides better uniformity of surface finish. No return of merchandise showing above mentioned imperfection will be granted.

Pole Information: (R4), Bracket to be mounted on top of a 4" (102mm) outside diameter round pole or tenon.

Warning: IMPORTANT 120 volt line needed on site for (GFI).

**LED products manufacturing standard:** The electronic components sensitive to electrostatic discharge (ESD) such as light emitting diodes (LEDs) are assembled in compliance with IEC61340-5-1 and ANSI/ESD S20.20 standards so as to eliminate ESD events that could decrease the useful life of the product.

**Quality Control:** The manufacturer must provide a written confirmation of its ISO 9001-2008 and ISO 14001-2004 International Quality Standards Certification.

Certification: The manufacturer will have to supply a copy of approval products certificate, CSA or UL.

Vibration Resistance: The L80 meets the ANSI C136.31, American National Standard for Roadway Luminaire Vibration specifications for Bridge/overpass applications. (Tested for 3G over 100 000 cycles)

Aluminum poles are not recommended in high vibration environments such as bridge, overpass, top of building, airport, train station, etc.

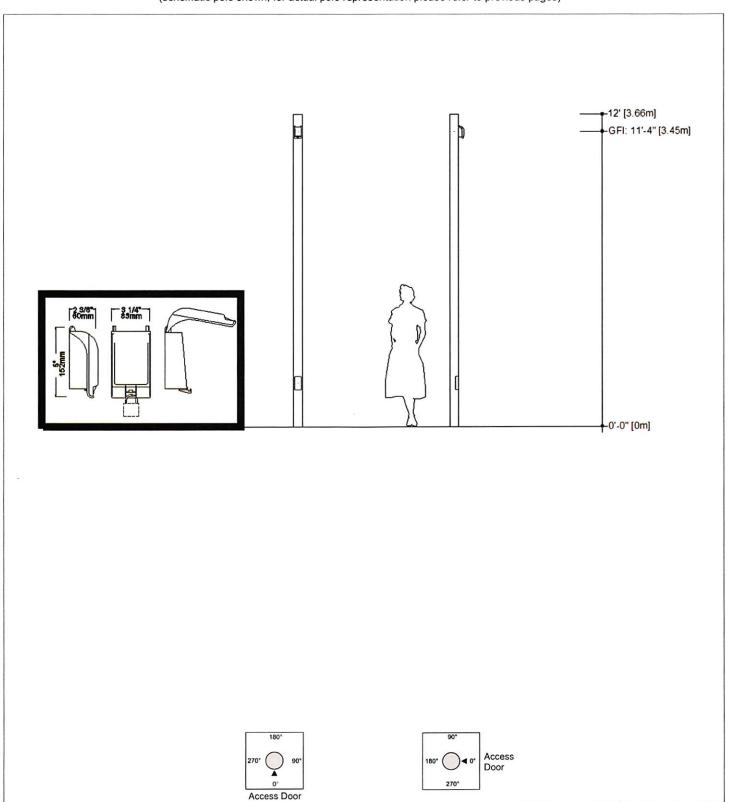
Web site information details: Click on any specific information details you need:

<u>Paint finish</u> / <u>Warranties</u> / <u>Installation pictures</u> / <u>ISO 9001-2008 Certification</u> / <u>ISO 14001-2004 Certification</u> / <u>CSA Pole Certification</u>



# **Parametric Options Illustration**

(schematic pole shown, for actual pole representation please refer to previous pages)



1 - - 2

# LED light engine technical information for L80 L81 L82

LED = Philips Lumileds Luxeon T, CRI = 70, CCT = 4000K (+/- 350K)

System (LED + driver) rated life = 100,000 hrs 1

LED Module	Typical delivered lumens	Typical system wattage <sup>z</sup> (W)	Typical current @	Typical current @	Typical current @ 240 V (A)	Typical current @ 277 V (A)	LED current (mA)	HID Replacement <sup>3</sup>	Luminaire Efficacy Rating (Lm/W)	BUG rating
30W16LED4K-T-LE2	2550	38	0.32	0.19	0.17	0.15	700	50W	67	B1-U3-G1
30W16LED4K-T-LE3	2530	37	0.32	0.19	0.17	0.15	700	50W	68	B1-U3-G1
30W16LED4K-T-LE4	2529	38	0.32	0.19	0.17	0.15	700	50W	67	B1-U3-G1
30W16LED4K-T-LE5	2578	38	0.32	0.19	0.17	0.15	700	50W	68	B2-U2-G1
35W32LED4K-T-LE2	2868	37	0.31	0.19	0.17	0.16	350	70W	78	B1-U3-G1
35W32LED4K-T-LE3	2847	37	0.31	0.19	0.17	0.16	350	70W	77	B1-U3-G1
35W32LED4K-T-LE4	2845	37	0.31	0.19	0.17	0.16	350	70W	77	B1-U3-G1
35W32LED4K-T-LE5	2900	37	0.31	0.19	0.17	0.16	350	70W	78	B2-U2-G1
48W16LED4K-T-LE2	3514	55	0.47	0.26	0.23	0.20	1050	70W	64	B1-U3-G1
48W16LED4K-T-LE3	3486	57	0.47	0.26	0.23	0.20	1050	70W	61	B1-U3-G1
48W16LED4K-T-LE4	3485	55	0.47	0.26	0.23	0.20	1050	70W	63	B1-U3-G1
48W16LED4K-T-LE5	3554	55	0.47	0.26	0.23	0.20	1050	70W	65	B3-U2-G1
55W32LED4K-T-LE2	4168	55	0.47	0.27	0.24	0.22	530	100W	76	B1-U3-G1
55W32LED4K-T-LE3	4142	55	0.47	0.27	0.24	0.22	530	100W	75	B1-U3-G1
55W32LED4K-T-LE4	4134	55	0.47	0.27	0.24	0.22	530	100W	75	B1-U3-G2
55W32LED4K-T-LE5	4215	55	0.47	0.27	0.24	0.22	530	100W	77	B3-U2-G1
70W64LED4K-T-LE2	5639	73	0.60	0.36	0.32	0.29	350	100W	77	B1-U3-G1
70W64LED4K-T-LE3	5600	73	0.60	0.36	0.32	0.29	350	100W	77	B1-U3-G2
70W64LED4K-T-LE4	5593	73	0.60	0.36	0.32	0.29	350	100W	77	B1-U3-G2
70W64LED4K-T-LE5	5702	73	0.60	0.36	0.32	0.29	350	100W	78	B3-U2-G2
72W32LED4K-T-LE2	5214	73	0.61	0.36	0.33	0.30	700	100W	71	B1-U3-G1
72W32LED4K-T-LE3	5177	72	0.61	0.36	0.33	0.30	700	100W	72	B1-U3-G2
72W32LED4K-T-LE4	5171	73	0.61	0.36	0.33	0.30	700	100W	71	B1-U3-G2
72W32LED4K-T-LE5	5272	73	0.61	0.36	0.33	0.30	700	100W	72	B3-U2-G2
80W48LED4K-T-LE2	6080	81	0.68	0.40	0.35	0.32	530	100W	75	B1-U3-G1
80W48LED4K-T-LE3	6044	81	0.68	0.40	0.35	0.32	530	100W	75	B1-U3-G2
80W48LED4K-T-LE4	6030	81	0.68	0.40	0.35	0.32	530	100W	74	B1-U3-G2
80W48LED4K-T-LE5	6148	81	0.68	0.40	0.35	0.32	530	100W	76	B3-U3-G2

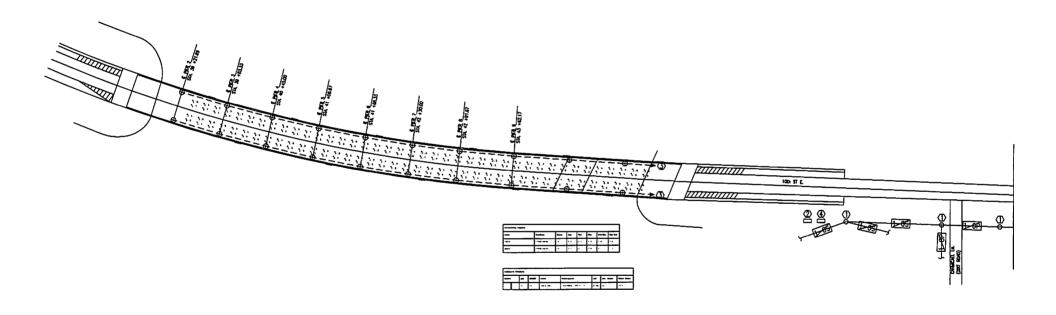
<sup>1</sup> L70 = 100,000 hrs (at ambient temperature = 25°C).

Note: Due to rapid and continuous advances in LED technology, LED luminaire data is subject to change without notice and at the discretion of Philips.



<sup>2</sup> System wattage or total luminaire wattage includes the LED module and the LED driver.

<sup>3</sup> Note: These guidelines show typical replacements for the HID wattage ranges shown. Replacements should always be confirmed with a photometric layout.



!

CONSTRUCTION COS	T ESTIMAT	E		DATE 2/28/2017	-	SHI	ET 1 OF 1
PROJECT STEINHATCHEE BRIDGE LOCATION					BASIS FOR ES CODE A (No	design completed eliminary design)	1)
ARCHITECT/ENGINEER		PROJE	CT NO.		OTHER (Spe		
DRAWING NO.	ESTIMATOR DAVID BAGW QUANTI		LAB	IOB	CHECKED BY DAVID BAGWE	ILL ERIAL	
ITEM DESCRIPTION	NO. UNITS	UNIT MEAS.	PER UNIT	TOTAL	PER UNIT	TOTAL	TOTAL COST
DIVISION 26 - ELECTRICAL							
ROADWAY LUMINAIRE W/ POLE/BASE	11	EA	1,500.00	16,500.00	7,800.00	85,800.00	102,300.00
PANEL 240/120V., 1P, 3W., 60A. MB	1	EA	1,500.00	1,500.00	2,000.00	2,000.00	3,500.00
TIMER/PHOTOCELL	1	EA	175.00	175.00	250.00	250.00	425.00
SURGE PROTECTIVE DEVICE	1	EA	600.00	600.00	1,700.00	1,700.00	2,300.00
NEMA 4X ENCLOSURE	1	EA	2,500.00	2,500.00	7,800.00	7,800.00	10,300.00
# 10 AWG	58	CLF	48.00	2,784.00	34.00	1,972.00	4,756.00
# 4 AWG	8	CLF	85.50	684.00	85.00	680.00	1,364.00
1" PVC SCHED 80	900	LF	7.15	6,435.00	4.15	3,735.00	10,170.00
1" RGS	1400	LF	8.35	11,690.00	9.75	13,650.00	25,340.00
CONDUIT SUPPORTS	1	EA	12,000.00	12,000.00	5,000.00	5,000.00	17,000.00
TRENCH AND BACKFILL	600	LF	5.00	3,000.00	2.00	1,200.00	4,200.00
BUCKET TRUCK	5	DA	-	•	1,000.00	5,000.00	5,000.00
EQUIPMENT RENTAL	5	DA	-	•	1,000.00	5,000.00	5,000.00
				•			-
				-		•	•
				-		•	
				-		-	•
	1			-		-	-
				-		•	•
				-			-
SUBTOTAL							\$ 191,655.00
TAX (7%)							9,365.09
OVERHEAD (15%)							30,153.01
PROFIT (10%)							23,117.31
TOTAL							\$ 254,290.41

T

SHEET 1 OF 1 DATE **CONSTRUCTION COST ESTIMATE** 3/3/2017 SHEET 1 OF 1 BASIS FOR ESTIMATE PROJECT CODE A (No design completed) STEINHATCHEE BRIDGE CODE B (Preliminary design) LOCATION X - CODE C (Final design) ARCHITECT/ ENGINEER PROJECT NO. OTHER (Specify) McCarthy Engineering, Inc. CHECKED BY **ESTIMATOR** DRAWING NO. Jeff McCarthy jeff McCarthy MATERIAL QUANTITY LABOR TOTAL COST UNIT ITEM DESCRIPTION TOTAL PER UNIT TOTAL UNITS MEAS. PER UNIT **METALS** 12,400.00 7,200.00 3,250.00 5,200.00 1.6 TON 4,500.00 L5X5X5/8 2,437.50 5,812.50 3,250.00 TON 4,500.00 3,375.00 0.75 L5X5X3/8 1,683.00 5,775.00 EΑ 62.00 4,092.00 25.50 **EPOXY BOLTS** 66 2,700.00 5,400.00 TNEMEC PAINT FOR ASSEMBLIES LS 2,700.00 2,700.00 2,700.00 13,500.00 LS 13,500.00 13,500.00 INSTALLATION DIFFICULTY BRIDGE FDO 30,867.00 TOTAL LABOR/MATERIALS 12,020.50 \$ 42,887.50 SUBTOTAL 15.00% 6,433.13 Sub-Contractor's Overhead 10.00% 4,932.06 **Sub-Contractor's Profit** 6.00% 721.23 **FL State Sales Tax** 54<u>,</u>973.92

TOTAL



# TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

## SUBJECT/TITLE:



Board to approve and execute the Proposal from Hi-Lite Airfield Services, LLC in the amount of \$138,801.08 to rehabilitate the runway markings at Perry-Foley Airport.

MEETING DATE REQUESTED:

March 21, 2017

Statement of Issue: Board to approve and execute the Proposal from Hi-Lite

Airfield Services, LLC in the amount of \$138,801.08 to rehabilitate the runway markings at Perry-Foley Airport.

Recommended Action: Approve the Proposal from Hi-Lite Airfield Services, LLC.

Fiscal Impact:

The County was awarded a grant in the amount of \$140,000 for the rehabilitation of the runway markings at Perry Foley

Airport. The project will be 100% grant funded. THE

COUNTY IS NOT PROVIDING A MATCH.

Budgeted Expense: Y/N THE PROJECT IS 100% GRANT FUNDED.

Submitted By: Melody Cox

Contact: **Melody Cox** 

# SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: In June 2016, FDOT inspected the runway markings at Perry-Foley Airport and found both active runways to be in need of marking upgrades. FDOT has a marking contract with Highlighting Markings, Inc. and had representatives from Highlight visit the airport to provide a quote for the cost of the marking rehabilitation. The project had an estimated cost of \$140,000 and FDOT agreed to provide the funding to the County for Highlight Markings, Inc. to rehabilitate the runway markings. This project will not be bid out as this is a state wide project FDOT Aviation is doing through out the state for all of the smaller General Aviation Airports to be in compliance with current runway marking standards. The County approved and executed the grant agreement with FDOT for this project December 13, 2016.

F	*	
	Attachments:	Proposal from Hi-Lite Airfield Services, LLC.



#### GLOBAL AIRFIELD SOLUTIONS™

## Proposal

Taylor County

511 Industrial Park Drive Perry, FL 32348

**Bid Date:** 

12/14/16

Proposal #:

16-12233-P

Project Reference: Removal, Cleaning, Painting at Perry Foley Airport

Completion Date:

Phone:

(850) 838-3519

Fax:

Attn: Bill Roberts Project County: Taylor City/State: Perry, FL

Item#	Description	Qty	Unit	\$ / Unit	Price
P-101-5-2-3	Surface Preparation – (>20,000 sq.ft)	173721	SF	\$ 0.005	\$ 868.605
P-101-5-4	Paint Removal (Waterblasting)	5441	SF	\$ 1.64	\$ 8,923.24
P-620-1-1-3	Runway/Taxiway Painting – White (>20,000 sq.ft)	113246	SF	\$ 0.15	\$ 16,986.90
P-620-1-2-2	Runway/Taxiway Painting – Yellow (5,001-20,000 sq.ft)	12779	SF	\$ 0.15	\$ 1,916.85
P-620-1-3-3	Runway/Taxiway Painting – Black (>20,000 sq.ft)	47686	SF	\$ 0.20	\$ 9,537.20
P-620-2-2	Reflective Media – (Type III)	126025	SF	\$ 0.49	\$ 61,752.25
P-620-5-1	Set up Cost (Cost shall include all mobilization costs, cost of salaries, overhead, fringe benefits, operating margin, expenses and travel expenses)	352873	SF	\$ 0.11	\$ 38,816.03

Total: \$ 138,801.075

#### **Project Description:**

Remove, shift 10ft and Repaint RW 18-36 Designation #'s. Remove, shift 10ft and repaint Runway Centerline, Runway Threshold, Runway Aiming Points. Clean and paint Runway Side Stripe, Runway Threshold Bar, Clean and Repaint RW 12-30 Designation #'s, Runway Centerline, Runway Aiming Points, Runway Side Stripe, Runway Threshold Bar, 12 Approach; Taxiway Centerline, Taxiway Edge Lines, Runway Hold Position on Taxiway, Taxiway Enhancements on Taxiways Bravo and Yankee; at Perry-Foley Airport, Perry FL.

#### Remarks:

Pricing per FDOT State Runway Marking Contract #BDX68 Price Includes: (1) Mobilization Airport Owner to Provide Disposal of Debris Airport Owner to Provide Adequate On Site Water Supply

Note: This Quote/Proposal is Only Valid in its Entirety And Prices Are Valid for (30) Days. If you need further information please contact: Brian Garratt, Superintendent, 414-416-4703 or brian.garratt@hi-lite.com

#### GLOBAL AIRFIELD SOLUTIONS™



HI-LITE AIRFIELD SERVICES, LLC

	heir men	0	
		ified.	Spec
Brian Garratt, FDOT Project Manager rices, Specifications and Conditions Are Satisfactory and Hereby Accepted. You Are Authorized To Do The Work As	19 evodA edT – I	eptance Of Proposa	эээА
DN: cn=Brian Garratt, o=Hi-Lite Airfield servises,  Ou, email=brian.garratt@hi-lite.com, c=U5  Date: 2016.12.14 15:30:25 -05'00'	utengi2	12/14/2016	
and Labor in Accordance with Above Specifications For the Above Sum. Prices May Vary Slightly to Suit your Project's billizations and Traffic Control. Acceptance Of This Proposal Is Only Valid in its Entirety. Note: This Proposal is Valid for 9 Digitally signed by Brian Garratt	Furnish Material oM To YedmuN er	cniar Needs Such a	We F Parti Days



# TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

Board to approve Satisfaction of Second Mortgage for William D. Murphy.



MEETING DATE REQUESTED: N

March 21, 2017

Statement of Issue: Board to Approve Satisfaction of Second Mortgage for William

D. Murphy. Mr. Murphy received First Time Home Buyers Down Payment Assistance through the SHIP Program January 6, 2012 in the amount of \$9,900.00. All terms of

the Second Mortgage have been satisfied.

Recommended Action: Approve Satisfaction of Second Mortgage

Fiscal Impact: Not Applicable

Submitted By: Melody Cox

Contact: Melody Cox

## SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: William D. Murphy received First Time Home Buyers Down

Payment Assistance through the SHIP program January 6, 2012 in the amount of \$9,900.00. All terms of the Second

Mortgage have been satisfied.

Attachments: Satisfaction of Second Mortgage

#### SATISFACTION OF SECOND MORTGAGE

KNOW ALL MEN BY THESE PRESENTS: That We, TAYLOR COUNTY, FLORIDA, the owners and holders of a certain Second Mortgage Under Taylor County, Florida Local Housing Partnership Down Payment Assistance Program executed by WILLIAM D. MURPHY, a single person, bearing date the 6th day of January, A. D. 2012, recorded in Official Records Book 685, pages 494-505, in the office of the Clerk of the Circuit Court of Taylor County, State of Florida, securing a sum of \$9,900.00, and certain promises and obligations set forth in said mortgage deed, upon the property situate in said State and County described as follows, to-wit:

#### SEE ATTACHED EXHIBIT "A"

hereby acknowledge full payment and satisfaction of said note and mortgage deed, and surrender the same as cancelled, and hereby direct the Clerk of the said Circuit Court to cancel the same of record.

WITNES	S my hand and seal this _	day of, 2017.
Signed, Sealed in Presence of:	and Delivered	
		(SEAL)
		PAM FEAGLE, Chairperson BOARD OF COUNTY COMMISSION TAYLOR COUNTY, FLORIDA
		<del>_</del>
ATTEST:		
ANNIE MAE MU	RPHY, Clerk	
STATE OF FLOR COUNTY OF TA		
aforesaid and in FEAGLE, to me	n the County aforesaid, to e known to be the pers	by, before me, an officer duly authorized in the State of take acknowledgments, personally appeared PAM on described in and who executed the foregoing a me that she executed the same.
WITNESS of		l in the County and State last aforesaid this day
		NOTARY PUBLIC My Commission Expires:
		ing communication and the contraction of the contra
PREPARED BY:	Conrad C. Bishop, Jr. Attorney at Law	

Post Office Box 167 Perry, Florida 32348

## Exhibit "A"

COMMENCE AT THE NORTH EAST CORNER OF THE NW 1/4 OF THE NE 1/4 OF SECTION 35, T3S, R7E, THENCE RUN S 89° 32' 01" W ALONG THE FORTY LINE 668.18 FEET; THENCE RUN S 00° 45' 54" W, 687.76 FEET; THENCE RUN S 89° 28' 31" W 991.45 FEET; THENCE RUN S 00° 45' 54" W, 831.37 FEET TO THE POINT OF BEGINNING; THENCE FROM SAID POB CONTINUE S 00° 45' 54" W, 214.27 FEET TO THE NORTHERLY R/W LINE OF A 50 FOOT ROAD EASEMENT; THENCE RUN S 80° 32' 24" W. ALONG SAID NORTHERLY RIGHT OF WAY LINE 182.47 FEET TO A POINT ON A CURVE CONCAVED TO THE SOUTHWEST HAVING A RADIUS OF 45 FEET; THENCE RUN ALONG SAID CURVE THRU A CENTRAL ANGLE OF 39° 56' 36" AN ARC DISTANCE OF 31.37 FEET( CHORD BEARING AND DISTANCE N 63° 57' 35" W 30.74')THENCE RUN N 01° 42' 45" W 194.79 FEET; THENCE RUN N 80° 32' 24" E 219.21 FEET TO THE POINT OF BEGINNING. SAID PARCEL CONTAINS 1.03 ACRES AND IS LOCATED LYING AND BEING IN TAYLOR COUNTY, FLORIDA.

# TOGETHER WITH A 50 FOOT EASEMENT DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEAST CORNER OF THE NW 1/4 OF THE NE 1/4 OF SECTION 35, T3S, R7E, THENCE RUN S 89 DEGREES 32' 01" W ALONG THE FORTY ACRE LINE 668.18 FEET; THENCE RUN SOUTH 0 DEGREES 45' 54" W 1576.64 FEET; THENCE RUN S 80 DEGREES 32' 24" W 25.40 FEET FOR THE POINT OF BEGINNING; THENCE CONTINUE S 80 DEGREES 32' 24" W 1166.10 FEET TO THE PC OF A CURVE, SAID CURVE HAVING A RADIUS OF 45 FEET; ARC DISTANCE 229.70 FEET, CHORD BEARING S 9 DEGREES 27' 36" E, CHORD DISTANCE 50.0 FEET TO THE P T OF SAID CURVE; THENCE RUN N 80 DEGREES 32' 24" E 1157.08 FEET; THENCE RUN N 0° 45' 54" E 50.80 FEET TO THE POINT OF BEGINNING.

File Number: TS8093



# TAYLOR COUNTY BOARD OF COMMISSIONERS

# County Commission Agenda Item

SUBJECT/TITLE:



Board to approve proposed SHIP recipients and Work Writes Up/Bid Forms for the demolition and reconstruction of two (2) homes and the rehabilitation of two (2) homes.

MEETING DATE REQUESTED:

March 21, 2017

Statement of Issue: Board to approve the below listed individuals who are qualified and their homes are eligible to receive assistance through the SHIP Program.

**Demolition and New Construction** 

Mary Grant, 709 Riverside Drive, Steinhatchee Ruth Monroe, 304 Folsom Street, Perry

Rehabilitation

Annie Porter , 202 N. Clark Street, Perry Rosa Johnson, 1220 N. Jefferson Street, Perry

Recommended Action: Approve proposed SHIP recipients and Work Write Up/Bid

Forms.

Fiscal Impact: Not applicable. The projects are 100% funded through the SHIP

Program

Submitted By: Melody Cox

Contact: Melody Cox

# SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The proposed recipients and their home have been

qualified for demolition and new construction or rehabilitation through the SHIP Program. It should be noted Ms. Grant's home will incur additional costs as it will need to be elevated, however the County had set aside 2016-2017 SHIP funds for disaster recovery from Hurricane Hermine and Ms. Grant's home was destroyed as a result

of Hermine.

Attachments: Proposed recipient Work Write-Up/ Bid Forms								
**The bid committee will be Jay Moseley with Government Services Group, Jami Boothby, and Melody Cox.								

# TAYLOR COUNTY HOUSING REHABILITATION PROGRAM WORK WRITE-UP/BID FORM

Owner: Annie Porter

Address: 202 N. Clark St. - Perry, FL

Mailing Address: Same

Phone #: 850-223-0289 Alternate Phone #: 850-295-0165

Parcel # <u>07509-300</u>

The work write-up/bid form is a general outline of the work to be performed. Please refer to the project specification booklet for detailed instructions for each item noted below.

Item #	System	Description of Work	Location	Price
001	Roof	Replace shingles, including all deteriorated roof decking and support members. Repair soffit and fascia at weather head area.	Roof	
002	Windows	Replace all windows.	All	
003	Plumbing	Replace tile surround. Replace kitchen sink, hallway sink/vanity and master bathroom sink/vanity.	Various	
004	Electrical	Install GFIC protected receptacles in kitchen and bathrooms. Install smoke detectors in hallways and bedrooms, hardwired in sequence with battery backup. Install carbon monoxide detector as required by code. Replace 3 closet and 1 kitchen light fixture with same type fluorescent fixtures.	Various	
005	HVAC	Replace existing system with new gas HVAC system with service to all habitable rooms. Include all piping, electrical, return air vent, and registers for a complete new system. System must be Energy Star rated, minimum 15 SEER system. Remove window AC units and leave with homeowner.	All	
006	Insulation	Insulate attic to minimum R-30.	Attic	

Owner Signature	
Co-Owner Signature	
Contractor's Signature	
Taylor County Housing Program Bid Form	Page 1 of 3

007	Cabinets	Replace kitchen cabinets with same footage, including new countertops.	Kitchen	
008	Door	Replace front screen door.		

	TOTAL BID>>>>>>>>	
Write Like Check:		

Owner Signature	
Co-Owner Signature	
Contractor's Signature	
Taylor County Housing Program Bid Form	Page 2 of 3

## THIS PAGE MUST BE INCLUDED WITH THE BID FOR IT TO BE VALID

All work to be performed in a workman-like manner, in accordance with the Taylor County Housing Program Specifications, local codes, and manufacturer specifications. The contractor shall be responsible for repairs and/or reinstallations of materials/equipment/fixtures damaged or removed due to any work item contained herein. Contractors shall properly dispose of all fixtures, materials and other items removed from the dwelling unless otherwise specified herein. All items must be cost itemized in the space provided or the bid will be rejected. Signature of contractor required at bottom of each page.

Work must be completed and appro	oved within 60 days of the issuance of the Notice to Proceed.
The house is to be X occupied;	vacant for <u>60</u> days.
Regulation, and that I am eligible to above the original contract amound documented code violations or to a approved by the homeowner or hi	I by the State of Florida, Department of Business, and Professional o participate in the housing program. I also agree that change orders nt shall only be paid for with housing program funds to correct meet Section 8 Housing Quality Standards. Change orders must be is representative, the contractor, and local government prior to any hange order. Change orders must be recommended by the building
Company Name	
	×
Contractor's Address	
Contractor's E-Mail Address	
Owner Signature	
Co-Owner Signature	
Contractor's Signature Taylor County Housing Progra	am Bid Form Page 3 of 3

# TAYLOR COUNTY HOUSING REHABILITATION PROGRAM WORK WRITE-UP/BID FORM

Owner: Rosa Johnson

Address: 1220 N. Jefferson St. - Perry, FL

Mailing Address: Same

**Phone #:** 850-295-2969 **Alternate Phone #:** 

Parcel # 03684-100

The work write-up/bid form is a general outline of the work to be performed. Please refer to the project specification booklet for detailed instructions for each item noted below.

Item #	System	Description of Work	Location	Price
001	Roof	Replace back porch roof with new metal roof, including all deteriorated framing. Repair leak in roof over master bedroom, valley area.	Back Porch and Valley area.	
002	Floors	Replace deteriorated joists, sills, and floor decking in both bathrooms. Install new vinyl flooring in both bathrooms.	Bathrooms	
003	Plumbing	Replace hall bathtub and tile surround. Care to be taken in removing only tile necessary to replace tub. Replace kitchen sink, and master bathroom handicap toilet.	Various	
004	Electrical	Install GFIC protected receptacles in kitchen and bathrooms. Install smoke detectors in hallways and bedrooms, hardwired in sequence with battery backup. Install carbon monoxide detector as required by code.	Various	
005	Windows	Replace all windows.	All	
006	Insulation	Insulate attic to minimum R-30.	Attic	
007	Cabinets	Replace kitchen cabinets with same footage, including new countertops.	Kitchen	
008	Steps	Replace rear steps with new PT wood 3' X 5' landing, steps and handrail.	Rear Steps	

Owner Signature	
Co-Owner Signature	
Contractor's Signature	
Taylor County Housing Program Bid Form	Page 1 of 3

•	TOTAL BID>>>>>>>>>	
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Owner Signature		
Co-Owner Signature		
Contractor's Signature <u>Taylor County Housing Progra</u>	am Bid Form	Page 2 of

## THIS PAGE MUST BE INCLUDED WITH THE BID FOR IT TO BE VALID

All work to be performed in a workman-like manner, in accordance with the Taylor County Housing Program Specifications, local codes, and manufacturer specifications. The contractor shall be responsible for repairs and/or reinstallations of materials/equipment/fixtures damaged or removed due to any work item contained herein. Contractors shall properly dispose of all fixtures, materials and other items removed from the dwelling unless otherwise specified herein. All items must be cost itemized in the space provided or the bid will be rejected. Signature of contractor required at bottom of each page.

Work must be completed and appro	oved within 60 days of the issuance of the Notice to Proceed.
The house is to be X occupied;	vacant for 60 days.
Regulation, and that I am eligible to above the original contract amou documented code violations or to approved by the homeowner or hi	I by the State of Florida, Department of Business, and Professional o participate in the housing program. I also agree that change orders nt shall only be paid for with housing program funds to correct meet Section 8 Housing Quality Standards. Change orders must be is representative, the contractor, and local government prior to any hange order. Change orders must be recommended by the building
Company Name	
Owner Signature	
Co-Owner Signature	
Contractor's Signature Taylor County Housing Progra	am Bid Form Page 3 of 3

# Taylor County HOUSING REHABILITATION PROGRAM WORK WRITE-UP/BID FORM

Owner: Mary E. Grant

Address: 709 S. Riverside Dr. – Steinhatchee, FL

Mailing Address: Same

Phone #: 352-339-8552

Alternate: 352-498-3515

Parcel # 09893-000

Inspected By: Jay Moseley

Date: 3/14/2017

The work write-up/bid form is a general outline of the work to be performed. Please refer to the project specification booklet for detailed instructions for each item noted below. This house has been determined to be un-repairable and will be demolished. A new house will be constructed in its place.

Item #	System	Description of Work	Location	Price
001	DEMOLITION	Demolition and safe, legal, disposal of all materials, and clean up of job site for the construction of the new house.	All	
002	SITEWORK	Provide boundary site survey and plan if required by building department. Preparation of site for new construction shall include all fill dirt required, grading, compacting, and testing necessary for this house including curb cuts, driveway aprons, and sod if required by code. Any site in a flood zone shall be constructed at least one foot above base flood elevation. The required certificate of elevation is the responsibility of the contractor, if property is located in the flood zone. This house is in a flood zone and high velocity wind zone.	All	
003	NEW STRUCTURE	The new house shall consist of the following: Minimum 1000 sq. ft, 2 bedrooms, one bath, and kitchen – living room combination. Materials shall piling or pier foundation, Wood Frame floors and walls, with hardiplank siding, and 25 year shingled roof with vented vinyl or aluminum soffits and approved roof vents. All plans and permitting shall be the responsibility of the contractor. Foundation design to be provided by professional engineer.	All	

Owners Signature

Co-Owners Signature

Contractor's Signature

Taylor County Housing Program Bid form

709 S. Riverside Dr., Steinhatchee, FL

004	ELECTRICAL, APPLIANCES, AND HVAC	Minimum 200 amp service and wiring to meet NEC. (Note: electric service shall be located on side or rear of house).  Provide new 4 burner electric stove, new electric Energy Star rated water heater, vented range hood, all electrical fixtures (Energy Star Rated), switches, and other items necessary for a complete house in move-in condition. Provide new minimum 18 cu. ft. frost-free Energy Star rated refrigerator.  HVAC system shall be new central electric heating system (minimum 15 SEER) with service to all habitable rooms. Include all ductwork, piping, electrical and other items necessary for a complete system.	All	
005	INTERIOR	Provide plaster or drywall walls, textured ceilings, new carpet in living room, bedrooms and hall, and vinyl flooring in kitchen and bathroom. All walls to be painted one color. Ceilings to be painted white. Insulate walls to minimum R-11, and ceilings to R-30. To meet R-11 in walls, insulation to be batt insulation. Provide certificate of insulation for walls and ceilings as part of the close out documentation.  Include all interior and exterior doors necessary. Miami Dade compliant and <i>Energy Star Rated</i> Exterior doors shall include single cylinder deadbolts, keyed alike.	All	
006	PLUMBING	New plumbing fixtures shall include toilet, tile walk in shower with built in seat, bathroom sink/vanity, and kitchen sink. Install washer and dryer hookups in enclosed space with louvered doors and utility shelving, and 2 exterior hose bibs. Connect to community water system if available, or existing well. Provide pump out and inspection for existing system, or connect to city sewer system if available. If existing system cannot be re-used for new house, a change order will be necessary.	All	
007	WINDOWS	Windows shall be Miami Dade compliant impact resistant, <i>Energy Star Rated</i> vinyl or aluminum frame, single hung, double pane with screens. Number, size and location to be determined by contractor's plans. Bedroom windows must be	All	

Owners Signature

Co-Owners Signature

Contractor's Signature

		sized properly for egress.		
008	CABINETS	Provide minimum 10' of base cabinets and countertops, and 8' of wall cabinets in kitchen. Provide medicine cabinet and mirror in bathroom with light above mirror.	Kitchen	
009	MISC.	Provide minimum of 2 towel bars in bathroom, toilet paper holder, shower bar, and minimum 5' X 5' concrete pads at exterior entrances. Install 911 addressing as required. Exterior shall be painted with one main color and one trim color.	Various	

	TOTAL BID>>>>>>				
Wri	te Like	Check:			
		AT TERRITOR DID TERMS (DI	J		
		ALTERNATE BID ITEMS (Please provi	de unit prices)		
	(A)	Price for standard septic tank and standard drainfield			
	<b>(B)</b>	Price for lift station tank, pump and electrical			
	(C)	Price for excavation and discarding of unsuitable soil			
		er ft.)			
	<b>(D)</b>	Price for fill or elevated drainfield per foot of fill			
	<b>(E)</b>	Price for 4"well, tank and pump			

Owners Signature

Co-Owners Signature

Contractor's Signature

## THIS PAGE MUST BE INCLUDED WITH THE BID FOR IT TO BE VALID

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Work must be completed and approved within  $\underline{150}$  days of the issuance of the Notice to Proceed. This house is to be vacant for 150 days.

I hereby certify that I am licensed by the State of Florida, Department of Business and Professional Regulation, and that I am eligible to participate in the housing program. I also agree that change orders above the original contract amount shall only be paid for with housing program funds to correct documented code violations or to meet Section 8 Housing Quality Standards. Change orders must be approved by the homeowner or his representative, the contractor, and local government prior to any initiation of work based on that change order. Contractors please sign bottom of each page.

Common Name	
Company Name	
Contractor's Name (Print Name)	
Contractor's Signature	
Contractor's Address	
Contractor's License #	
Contractor's Phone Number	
Contractor's E-Mail Address	

# Taylor County HOUSING REHABILITATION PROGRAM WORK WRITE-UP/BID FORM

Owner: Ruth Monroe

Address: 304 Folsom St. – Perry, FL

Mailing Address: Same

Phone #: 850-584-2477

Alternate:

Parcel # 04983-000

Inspected By: Jay Moseley

Date: 3/14/2017

The work write-up/bid form is a general outline of the work to be performed. Please refer to the project specification booklet for detailed instructions for each item noted below. This house has been determined to be un-repairable and will be demolished. A new house will be constructed in its place.

Item #	System	Description of Work	Location	Price
001	DEMOLITION	Demolition and safe, legal, disposal of all materials, and clean up of job site for the construction of the new house.	All	
002	SITEWORK	Provide boundary site survey and plan if required by building department. Preparation of site for new construction shall include all fill dirt required, grading, compacting, and testing necessary for this house including curb cuts, driveway aprons, and sod if required by code. Any site in a flood zone shall be constructed at least one foot above base flood elevation. The required certificate of elevation is the responsibility of the contractor, if property is located in the flood zone. Treat for termites prior to pouring slab.	All	
003	NEW STRUCTURE	The new house shall consist of the following: Minimum 1000 sq. ft, 2 bedrooms, one bath, and kitchen – living room combination. Materials shall be concrete slab-on-grade, CMU walls, and 25 year shingled roof with vented vinyl or aluminum soffits and approved roof vents. All plans and permitting shall be the responsibility of the contractor.	All	
004	ELECTRICAL,	Minimum 200 amp service and wiring to meet NEC.	All	

Owners Signature

Co-Owners Signature

Contractor's Signature

Taylor County Housing Program Bid form

304 Folsom St., Perry, FL

	APPLIANCES, AND HVAC	(Note: electric service shall be located on side or rear of house).		
		Provide new 4 burner electric stove, new electric Energy Star rated water heater, vented range hood, all electrical fixtures (Energy Star Rated), switches, and other items necessary for a complete house in move-in condition. Provide new minimum 18 cu. ft. frost-free Energy Star rated refrigerator.  HVAC system shall be new central electric heating system (minimum 15 SEER) with service to all habitable rooms. Include all ductwork, piping, electrical and other items necessary for a complete system.		
005	INTERIOR	Provide plaster or drywall walls, textured ceilings, new carpet in living room, bedrooms and hall, and vinyl flooring in kitchen and bathroom. All walls to be painted one color. Ceilings to be painted white. Insulate walls to minimum R-11, and ceilings to R-30. To meet R-11 in walls, insulation can be either loose fill installed prior to pouring tie beam or injected. Provide certificate of insulation for walls and ceilings as part of the close out documentation. Include all interior and exterior doors necessary. Energy Star Rated Exterior doors shall include single cylinder deadbolts, keyed alike.	All	
006	PLUMBING	New plumbing fixtures shall include toilet, tile walk in shower with built in seat, bathroom sink/vanity, and kitchen sink. Install washer and dryer hookups in enclosed space with louvered doors and utility shelving, and 2 exterior hose bibs. Connect to community water system if available, or existing well. Provide pump out and inspection for existing system, or connect to city sewer system if available. If existing system cannot be re-used for new house, a change order will be necessary.	All	
007	WINDOWS	Windows shall be <i>Energy Star Rated</i> vinyl or aluminum frame, single hung, double pane with screens. Number, size and location to be determined by contractor's plans. Bedroom windows must be sized properly for egress.	All	
008	CABINETS	Provide minimum 10' of base cabinets and	Kitchen	

Owners Signature

Co-Owners Signature

Contractor's Signature

		countertops, and 8' of wall cabinets in kitchen. Provide medicine cabinet and mirror in bathroom with light above mirror.		
009	MISC.	Provide minimum of 2 towel bars in bathroom, toilet paper holder, shower bar, and minimum 5' X 5' concrete pads at exterior entrances. Install 911 addressing as required. Exterior shall be painted with one main color and one trim color.	Various	

	TOTAL BID>>>>>>			
Write Like	Check:			
	ALTERNATE BID ITEMS (Please provide unit prices)			
(A)	Price for standard septic tank and standard drainfield			
(B)	Price for lift station tank, pump and electrical			
(C)	Price for excavation and discarding of unsuitable soilerror.			
<b>(D)</b>	Price for fill or elevated drainfield per foot of fill			
(F)	Price for 4"well tank and nump			

Owners Signature

Co-Owners Signature

Contractor's Signature

## THIS PAGE MUST BE INCLUDED WITH THE BID FOR IT TO BE VALID

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Work must be completed and approved within  $\underline{150}$  days of the issuance of the Notice to Proceed. This house is to be vacant for  $\underline{150}$  days.

I hereby certify that I am licensed by the State of Florida, Department of Business and Professional Regulation, and that I am eligible to participate in the housing program. I also agree that change orders above the original contract amount shall only be paid for with housing program funds to correct documented code violations or to meet Section 8 Housing Quality Standards. Change orders must be approved by the homeowner or his representative, the contractor, and local government prior to any initiation of work based on that change order. Contractors please sign bottom of each page.

Owners Signature	Co-Owners Signature	Contractor's Signature
Contractor's E-Mail Addres	S	
Contractor's Phone Numbe		
Contractor's License	#	
Contractor's Address	s	
Contractor's Signature	e	
Contractor's Name (Print Name	)	
Company Name	e	

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# TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Requesting Board approval of Transmittal Letter, Exhibit "B" Acknowledgement, and Certification of Drug Free Workplace required for submission of the Hurricane Loss Mitigation Program (HLMP) proposal application. This program was formerly known as the Residential Construction Mitigation Program (RCMP).

MEETING DATE REQUESTED:

March 21, 2017

Statement of Issue: The County is submitting a proposal to the HLMP requesting housing rehabilitation/retrofit funding which can be used to "strengthen" and improve resiliency of residential structures from hurricanes and severe weather events. These funds can be used separately or in conjunction with

CDBG and SHIP funds.

Recommended Action: Board to approve Transmittal Letter, Exhibit "B"

Acknowledgement, and Certification of Drug Free

Workplace required for the HLMP proposal submission.

Fiscal Impact: The County will be submitting a proposal requesting funding assistance in the amount of \$194,000. The County will not be providing a match.

Budgeted Expense: Y/N Not Applicable

Submitted By: Melody Cox

Contact: Melody Cox

# SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The County was previously awarded a grant in the amount of \$194,000 through the HLMP/RCMP which was used for mitigation retrofit improvements to qualified homes to provide protective measures against severe weather and wind damage. The County completed eighteen (18) projects with this funding. Twelve (12) of the projects were installing hurricane shutters on homes. Eleven (11) of these projects were demolitions and new constructions using CDBG funding. Four (4) of the projects were roofing rehabilitation projects, and two (2) were roofing and hurricane shutter projects which included using SHIP funds for the rehabilitations. The RCMP funds enabled the

County to leverage funds and complete eight (8) more projects than originally anticipated. As always, the County

has a waiting list of applicants needing housing rehabilitation assistance. Attachments: Transmittal Letter, Exhibit "B" Acknowledgement, and Certification of Drug Free Workplace MALCOLM PAGE JIM MOODY FRANK RUSSELL PAM FEAGLE THOMAS DEMPS
District 1 District 2 District 3 District 4 District 5



## TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk Post Office Box 620 Perry, Florida 32348 (850) 838-3506 Phone (850) 838-3549 Fax TAYLOR COUNTY ADMINISTRRATIVE COMPLEX 201 East Green Street Perry, Florida 32347 (850) 838-3500, Telephone (850) 838-3501 Fax CONRAD C. BISHOP, JR., County Attorney Post Office Box 167 Perry, Florida 32348 (850) 584-6113 Phone (850) 584-2433 Fax

March 21, 2017

Florida Division of Emergency Management Attn: Ms. Tara Walters 2555 Shumard Oak Blvd. Tallahassee, FL 32399-2100

Re: RFP Number RFP-DEM-16-17-048: HURRICANE LOSS MITIGATION PROGRAM

Dear Ms. Walters:

Taylor County Board of Commissioners, FEID #59-6000879 is pleased to submit one (1) original, two (2) copies, and two (2) compact disc's (CD) that contain the technical proposal pursuant to RFP #: RFP-DEM-16-17-048: Hurricane Loss Mitigation Program. Taylor County is submitting a technical proposal requesting funding assistance in the amount of \$194,000 to be used for construction mitigation efforts (RCMP) for the "Taylor County Hurricane Loss Prevention Project 2017". If selected for funding, the County will provide mitigation retrofit improvements as identified in the RFP to selected and eligible residential structures. As per the RFP, the County's goal will be to take a comprehensive approach to each selected home that ties together all aspects of mitigation in a cost effective, long term manner.

Taylor County has many homeowners still recovering from Hurricane Hermine. The proposed project will assist in the prevention of or reduce losses or reduce the cost of rebuilding after a disaster for our homeowners in the future. In an effort to assist as many residences as possible with mitigation retrofit improvements, the HLMP funds will be leveraged with SHIP and/or CDBG funds when possible. Leveraging funds enabled the County to complete eight (8) more projects than originally anticipated with the grant awarded under DEM Agreement No: 16RC-Q3-03-72-01-263. Local losses suffered from Hurricane Hermine has definitely brought the need for hurricane mitigation and retrofit measures for our homeowners to the fore front.

Our point of contact for the technical proposal is Melody Cox, Grants Director at Taylor County Administrative Complex, 201 E. Green Street, Perry, FL 32347. Miss Cox may also be reached at 850-838-3553 (phone), 850-838-3563 (fax), or email at <a href="melody.cox@taylorcountygov.com">melody.cox@taylorcountygov.com</a>. Miss Cox will be pleased to provide any additional information you may need. This program has been very successful for Taylor County with funding previously awarded in assisting our homeowners with much needed mitigation needs and retrofits and we respectfully ask for your favorable consideration of our proposal.

Sincerely,

Pam Feagle, Chairman

# EXHIBIT "B" ACKNOWLEDGEMENT RFP-DEM-16-17-046 HURRICANE LOSS MITIGATION PROGRAM

**ACKNOWLEDGEMENT:** I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the proposer. I certify that the response submitted is made in conformance with all requirements of the solicitation.

Proposer: TAYLOR COUNTY	FEID #: <u>59-6000879</u>
Address: 201 EAST GREEN STREET	
City: PERRY	State: _FLORIDA
Zip Code:	
Telephone Number: 850-838-3553	E-Mail Address: melody.cox@taylorcountygov.com
Authorized Signature:	Date:
Printed / Typed: PAM FEAGLE	Title: CHAIRMAN

**NOTE:** In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

#### **EXHIBIT D**

CERTIFICATION OF DRUG-FREE WORKPLACE	

<u>IDENTICAL TIE BIDS</u> - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals are received from respondents which are both certified minority businesses (as set forth above), and which are equal with respect to price, quality and service, the proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- A. Publish 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.
- B. Inform 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.
- C. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection A.
- D. In the statement specified in subsection A, notify the 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, F.S., 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.
- E. Impose 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.
- F. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the sta requirements.	ement, I certify that this firm complies fully with the above
VENDORS SIGNATURE	DATE

## State of Florida Division of Emergency Management



RFP-DEM-16-17-048

#### **HURRICANE LOSS MITIGATION PROGRAM**

**Request for Proposals** 

### **CONTACT FOR QUESTIONS:**

Tara Walters
2555 Shumard Oak Blvd.
Tallahassee, Florida 32399-2100
Tara.Walters@em.myflorida.com

Phone #: (850) 410-1391

#### 1) BACKGROUND

For background into the Division's Hurricane Loss Mitigation Program ("HLMP"), please see the scope of work attached to this solicitation.

#### 2) SOLICITATION

Through this Request for Proposals ("RFP"), the Division solicits written proposals from responsible and responsive Proposers who seek to perform mitigation retrofit improvements to approved structures.

In order to qualify for an award, the proposed mitigation retrofit improvements must reduce losses or reduce the cost of rebuilding after a disaster. Additionally, Proposers must identify structures that are not in compliance with the current edition of the Florida Building Code ("FBC").

When determining the effectiveness of a particular retrofit improvement, the Division will focus on the amount of reduction in risk exposure associated with the mitigation of a structure, not the age of that structure. Nonetheless, the Division encourages Proposers to target structures that fail to comply with no less than the 2001 edition of the FBC as retrofit improvements to those properties may yield the greatest savings for the Hurricane Catastrophe Fund. Please see Exhibit A, Scope of Work.

#### 3) PROPOSERS

For the purpose of this document, the term "Proposer" means the prime Recipient acting on its own behalf and those individuals, partnerships, firms, or corporations comprising the Proposer's team. The term "proposal" means the complete response of the Proposer to the RFP, including properly completed forms and supporting documentation. After the award, said Proposer will be referred to as the "Recipient".

#### 4) **ELIGIBLE PROPOSERS**

Grant funds awarded under the Hurricane Loss Mitigation Program qualify as state financial assistance under the Florida Single Audit Act. See Section 215.971, Florida Statutes. The Catalog of State Financial Assistance number (CSFA#) is 31.066. The Legislature provides the Division with Hurricane Loss Mitigation funds through section 215.555(7)(c), Florida Statutes, and through the grants and aid appropriation category. The following table lists the categories of eligible and ineligible proposers:

Eligible proposers	Ineligible proposers
Governmental entities	Individual homeowners
Nonprofit organizations	For-profit organizations that do not qualify as private educational institutions
Public and private educational institutions	

The following statutory sections provide additional guidance:

- a) Section 215.555(7)(c), Florida Statutes, limits HLMP funding to "local governments, state agencies, public and private educational institutions, and nonprofit organizations."
- b) **Grants and aid.** In order to qualify for an award of a State-Funded Grant Agreement under the "grants and aid" appropriation category, a Recipient must be either a unit of government or nonstate entity. See Section 216.011(1)(r), Florida Statutes.
- c) **Nonstate entity.** As defined by section 215.97(2)(m), Florida Statutes, nonstate entity "means a local governmental entity, nonprofit organization, or for-profit organization that receives state financial assistance."
  - Local governmental entity. As defined by section 215.97(2)(j), Florida Statutes, local governmental entity "means a county as a whole, municipality, or special district or any other entity excluding a district school board, charter school, Florida College System institution, or public university, however styled, which independently exercises any type of governmental function within the state."
  - 2. **Nonprofit organization.** As defined by section 215.97(2)(I), Florida Statutes, nonprofit organization "means any corporation, trust, association, cooperative, or other organization that:
    - a. "Is operated primarily for scientific, educational service, charitable, or similar purpose in the public interest.
    - b. "Is not organized primarily for profit.
    - c. "Uses net proceeds to maintain, improve, or expand the operations of the organization.
    - d. "Has no part of its income or profit distributable to its members, directors, or officers."
  - For-profit organization. As defined by section 215.97(2)(g), Florida Statutes, for-profit organization "means any organization or sole proprietor that is not a governmental entity or a nonprofit organization."

#### 5) **RESPONSIBILITY**

In order to qualify as a responsible vendor as that term is defined by section 287.012(25), Florida Statutes, a proposer must demonstrate the capability in all respects to fully

perform the contract requirements and the integrity and reliability that will assure good faith performance.

Given the timeframe in which work must be completed under the HLMP (formerly RCMP) grant, the Division requires that each proposer who currently has an open RCMP grant with the Division (most recent years funding) be at or greater than 25% of completion of the award amount. Proposers under 25% completion of current year RCMP grant funding shall not qualify as responsible and therefore will not be considered for funding from this solicitation.

#### 6) PROPOSALS

Applicants may submit one (1) proposal for a maximum award amount of \$194,000. Subcontractors may appear in more than one proposal. Sections 30 through 32 of this RFP provide additional guidance on proposal requirements.

#### 7) <u>RESPONSIVENESS</u>

- a) **Vendor**. In order to qualify as a responsive vendor as that term is defined by section 287.012(27), Florida Statutes, a Proposer must submit a proposal that conforms in all material respects to this solicitation.
- b) **Proposal**. In order to qualify as a responsive proposal as that term is defined by section 287.012(26), Florida Statutes, a proposal must conform in all material respects to this solicitation.
  - The Division shall not consider any proposal that contains a material deviation from the terms of this solicitation. However, the Division reserves the right to consider a proposal that contains a minor deviation or irregularity so long as that minor deviation or irregularity does not provide a competitive advantage over the other proposers.
  - 2. The Division shall not permit a vendor to amend a proposal after the due date for submissions even if to correct a deviation or irregularity.
  - 3. Proposals shall not be considered if not received by the Division on or before the date and time specified as the due date for submission.
  - 4. All proposals must be typed or printed in ink.
  - A proposal may fail to qualify as responsive by reasons that include, but are not limited to:
    - a. Failure to include a material form or addendum;

- b. Failure to include material information;
- c. Modification of the proposal specifications;
- d. Submission of conditional proposals or incomplete proposals; and,
- e. Submission of indefinite or ambiguous proposals.
- 6. Other conditions which may cause rejections of proposals include but are not limited to:
  - a. Submission of more than one proposal from the same vendor;
  - b. Evidence of collusion among proposers;
  - c. Obvious lack of experience or expertise to perform the required work;
  - d. Failure to perform or meet financial obligations on previous contracts or grant agreements; and,
  - e. Inclusion on the United States Comptroller General's List of Ineligible Contractors for Federally Financed or Assisted Projects.

#### 8) SELECTION CRITERIA

The Division will make awards to the responsible and responsive proposers whose proposals represent the most advantageous options for the State. In other words, the Division will evaluate each proposal in order to determine which ones provide the best value. In making these determinations, the Division will focus on specific criteria such as technical excellence and cost. Section 40 of this solicitation outlines the Proposal Evaluation Process that the Division will use.

#### 9) AWARDS

The Division intends to award State-Funded Grant Agreements to the most responsive and responsible Proposers whose proposals are determined to be the most advantageous to the Division. After awards, said Proposers will be referred to as the "Recipient". Awards will be offered to the Proposer with the overall highest average score, then to the Proposer with the next highest average score, and so on, until all funds have been offered or all eligible proposals have been funded. Partial funding may be offered to Proposers in order to expend all available money.

The Notice of Intent to Award will be announced and posted on the Vendor Bid System at: <a href="http://vbs.dms.state.fl.us/vbs/main menu">http://vbs.dms.state.fl.us/vbs/main menu</a> after final evaluation and totaling of scores at the Selection Committee meeting specified in the Schedule of Events (See Introduction Section 2, Schedule of Events). If the Division is confronted with identical

scoring from multiple vendors, the Division shall determine the order of award in accordance with Rule 60A-1.011 Florida Administrative Code.

#### 10) PERIOD OF PERFORMANCE

The Division anticipates that the period of performance will begin on date of final execution of the Agreement by the Division and be effective through June 30, 2018.

#### 11) SCHEDULE OF EVENTS

Provided below is a list of critical dates and actions. These dates are subject to change. Notice of changes (addenda) will be posted on the MFMP Vendor Bid System at <a href="https://www.myflorida.com">www.myflorida.com</a> (click on "BUSINESS", then click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements") under this RFP number. It is the responsibility of all potential proposers to monitor this site for any changing information.

ACTION / LOCATION	DATE	TIME
ADVERTISE RFP:	1-26-2017	5:00 P.M
RFP and SCORING CRITERIA: To Committee Members via Email	1-27-2017	5:00 P.M
<b>DEADLINE FOR TECHNICAL QUESTIONS:</b> There is no deadline for administrative questions.	2-16-2017	2:00 P.M
POSTING OF TECHNICAL QUESTIONS & ANSWERS:	2-23-2017	5:00 P.M
PROPOSALS DUE (TECHNICAL PROPOSAL): 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100	3-27-2017	2:00 P.M
PUBLIC OPENING (TECHNICAL PROPOSAL): 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100	3-27-2017	2:30 P.M
SCORES DUE TO PROCUREMENT (SCORING TABULATION BY PROCUREMENT): 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100	4-13-2017	1:00 P.M
POSTING OF INTENDED AWARD:	4-20-2017	5:00 P.M

#### 12) CONTACT PROVISION

As required by section 287.057(23), Florida Statutes, the Division highlights the following provision:

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

#### 13) SPECIAL ACCOMMODATIONS

Any person with a qualified disability requiring special accommodations at a pre-proposal conference, public meeting, oral presentation and/or opening shall contact the contact person at the phone number, e-mail address, or fax number provided on the title page at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at: 1 (800) 955-8771 (TDD).

#### 14) MYFLORIDAMARKETPLACE

Since July 1, 2003, the State has been using the State of Florida's web-based electronic procurement system known as MyFloridaMarketPlace ("MFMP"). Proposers must be registered and active in the state of Florida's MFMP system by the time and date of the technical proposal opening or they will be considered non-responsive. All prospective proposers that are not registered should go to <a href="https://vendor.myfloridamarketplace.com/">https://vendor.myfloridamarketplace.com/</a> to complete on-line registration, or call 1-866-352-3776 for assisted registration.

#### 15) FLORIDA DEPARTMENT OF FINANCIAL SERVICES (DFS) W-9 INITIATIVE

The Florida Department of Financial Services (DFS) requires all proposers that do business with the state to submit an electronic Substitute Form W-9. Proposers must submit their W-9 forms electronically at: https://flvendor.myfloridacfo.com to receive payments from the state. Contact the DFS Customer Service Desk at (850) 413-5519 or FLW9@myfloridacfo.com with any questions.

#### 16) QUESTIONS & ANSWERS

Any technical questions arising from this Request for Proposal must be forwarded, in writing, to the procurement specialist identified below. Questions must be received no later than the time and date reflected on the Schedule of Events. The Division's written response to written inquiries submitted timely by proposers will be posted to MFMP at: <a href="http://myflorida.com/apps/vbs/vbs www.main\_menu">http://myflorida.com/apps/vbs/vbs www.main\_menu</a> no later than the time and date reflected in Section 2, Schedule of Events. To access the Vendor Bid System (click on BUSINESS', then click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements"). It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting their proposal.

#### WRITTEN TECHNICAL QUESTIONS should be submitted to:

Tara Walters 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100 Tara.Walters@em.myflorida.com

Phone #: (850) 410-1391 Fax #: (850) 488-7842

Questions regarding administrative aspects of the solicitation process should be directed to the Procurement Specialist in writing at the above address or by phone #: (850) 410-1391.

## 17) ORAL INSTRUCTIONS / CHANGES TO THE REQUEST FOR PROPOSAL / ADDENDA

No negotiations, decisions, or actions will be initiated or executed by a proposer as a result of any oral discussions with a State employee. Only those communications which are in writing from the Division will be considered as a duly authorized expression on behalf of the Division.

Notices of changes (addenda) will be posted on the Florida Vendor Bid System at: <a href="http://vbs.dms.state.fl.us/vbs/main menu">http://vbs.dms.state.fl.us/vbs/main menu</a>. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal. All addenda will be acknowledged by signature and subsequent submission of addenda with proposal when so stated in the addenda.

#### 18) DIVERSITY ACHIEVEMENT

The Division encourages the recruitment and utilization of minority, women, and veteran businesses. The Division, its vendors, suppliers, and consultants shall take all necessary

and reasonable steps to ensure that minority, women, and veteran businesses have the opportunity to compete for and perform contract work for the Division in a non-discriminatory environment.

- a) As defined by section 288.703(1), Florida Statutes, a certified minority business enterprise is a business which received certification from the certifying organization or jurisdiction in accordance with sections 287.0943(1) and (2), Florida Statutes.
- b) As defined by section 295.187(3), Florida Statutes, a certified veteran business enterprise is an independently owned and operated business that:
  - 1. Employs 200 or fewer permanent full-time employees;
  - 2. Together with its affiliates has a net worth of \$5 million or less or, if a sole proprietorship, has a net worth of \$5 million or less including both personal and business investments;
  - 3. Is organized to engage in commercial transactions;
  - 4. Is domiciled in this state;
  - 5. Is at least 51 percent owned by one or more wartime veterans or servicedisabled veterans; and
  - The management and daily business operations of which are controlled by one
    or more wartime veterans or service-disabled veterans or, for a servicedisabled veteran having a permanent and total disability, by the spouse or
    permanent caregiver of the veteran.

For information on Certification Procedures for Vendor Preference programs, contact Thaddeus "Thad" Fortune, Certification Administrator, Office of Supplier Diversity at (850) 487-0915 or e-mail: Thad.Fortune@dms.myflorida.com

#### 19) SCOPE OF SERVICES

Details of the work, information and items to be furnished by the Proposer are described in the Scope of Work, Exhibit "A", attached hereto and made a part hereof.

#### 20) QUALIFICATIONS

The Division will determine whether the Proposer is qualified to perform the services being contracted based upon their proposal demonstrating satisfactory experience and capability in the work area. The Proposer shall identify necessary experienced personnel and facilities to support the activities associated with this Request for Proposal.

Those individuals who will be directly involved in the project should have demonstrated experience in the areas delineated in the Scope of Work (Exhibit A). Individuals whose qualifications are presented will be committed to the project for its duration unless otherwise exempted by the Division's Project Manager. Where State of Florida registration or certification is deemed appropriate, a copy of the registration or certificate should be included in the proposal package.

In accordance with sections 607.1501, 605.0902, and 620.1902, Florida Statutes, foreign corporations, foreign limited liability companies, and foreign limited partnerships must be authorized to do business in the State of Florida. "Foreign Corporation" means a corporation for profit incorporated under laws other than the laws of this state. Such authorization should be obtained by the proposal due date and time, but in any case, must be obtained prior to grant agreement execution. For authorization, contact:

Florida Department of State R. A. Gray Building 500 S. Bronough Tallahassee, Florida 32399-0250 Phone #: (850) 245-6051

If the business being provided requires that individuals be licensed by the Department of Business and Professional Regulation, such licenses should be obtained by the proposal due date and time, but in any case, must be obtained prior to grant agreement execution. For licensing, contact:

Florida Department of Business & Professional Regulation 1940 North Monroe Street Tallahassee, Florida 32399-0797 Phone #: (850) 487-1395

#### 21) WARRANTY / SUBSTITUTIONS

When performance of the services requires the supply of commodities, a warranty is required on all items provided against defective materials, workmanship, and failure to perform in accordance with required industry performance criteria, for a period of not less than ninety (90) days from the date of acceptance by the purchaser. Any deviation from these criteria must be documented in the proposal or the above statement shall prevail.

All items provided during the performance of the contract found to be poorly manufactured will not be accepted, but returned to the Contractor, at their expense, for replacement. Replacement of all items found defective shall be made without cost to the Division, including transportation, if applicable. As it may be impossible for each facility to inspect all items upon arrival, a reasonable opportunity must be given to these facilities for inspection of the items, and returning those that are defective.

#### 22) <u>LIABILITY INSURANCE</u>

The Contractor shall not commence any work until they have obtained the following types of insurance, and certificates of such insurance have been received by the Division. Nor shall the Contractor allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor has been so obtained. The Contractor shall submit the required Certificates of insurance to the Florida Division of Emergency Management, Procurement Office, and ATTENTION: Tara Walters, 2555 Shumard Oak Blvd. /Tallahassee, Florida 32399-2100.

The Contractor must carry and keep in force during the period of this agreement a general liability insurance policy or policies with a company authorized to do business in the state of Florida, affording public liability insurance with combined bodily injury limits of at least \$150,000.00 per person and \$300,000.00 each occurrence, and property damage insurance of at least \$150,000.00 each occurrence, for the services to be rendered in accordance with this contract.

All insurance policies shall be with insurers qualified and licensed to do business in the state of Florida. Such policies shall provide that the insurance is *not* cancellable except upon thirty (30) days prior written notice to the Division.

The Division shall be exempt from, and in no way liable for, any sums of money which may represent a deduction in any insurance policy. The payment of such deductible shall be the sole responsibility of the Contractor or subcontractor providing such insurance.

#### 23) AGREEMENT DOCUMENT

The Division's "State-Funded Grant Agreement" is attached hereto and made a part hereof. The terms and conditions contained therein will become an integral part of the contract resulting from this RFP. In submitting a proposal, the proposer agrees to be legally bound by these terms and conditions.

#### 24) REVIEW OF PROPOSER'S FACILITIES & QUALIFICATIONS

After the proposal due date and prior to contract execution, the Division reserves the right to perform or have performed an on-site review of the Proposer's facilities and qualifications. This review will serve to verify data and representations submitted by the Proposer and may be used to determine whether the Proposer has an adequate, qualified and experienced staff and can provide overall management facilities. The review may also serve to verify whether the Proposer has financial capability adequate to meet the contract requirements.

Should the Division determine that the proposal has material misrepresentations or that the size or nature of the Proposer's facilities or the number of experience personnel (including technical staff) are not adequate to ensure satisfactory contract performance, the Division has the right to reject the proposal.

#### 25) PROTEST OF REQUEST FOR PROPOSAL SPECIFICATIONS

Any person who is adversely affected by the contents of this Request for Proposal must follow the procedure outlined in Section 120.57(3), Florida Statutes and file protests with the Division: **Division of Emergency Management**, **Agency Clerk**, **2555 Shumard Oak Blvd**. **Tallahassee**, **Florida 32399-2100**.

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

#### 26) UNAUTHORIZED ALIENS

The employment of unauthorized aliens by any Contractor is considered a violation of Section 274A (e) of the Immigration and Nationality Act. If the Contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. All contractors must e-verify the employment status of their employees and subcontractors to the extent permitted by federal law and regulation. The U.S. Department of Homeland Security website (e-verify) is available at: <a href="http://www.dhs.gov.">http://www.dhs.gov.</a>

#### 27) RESERVATIONS

The Division reserves the right to accept or reject any or all proposals received and reserves the right to make an award without further discussion of the proposals submitted. Therefore, the proposals should be submitted initially in the most favorable manner. It is understood that the proposal will become a part of the Division's official file, without obligation to the Division.

#### 28) ADDITIONAL TERMS & CONDITIONS

No conditions may be applied to any aspect of the RFP by the proposer. Any conditions placed on any aspect of the RFP documents by the proposer may result in their proposal being rejected as a conditional proposal (see "RESPONSIVENESS OF PROPOSALS"). **DO NOT WRITE IN CHANGES ON ANY PART OF THIS RFP OR THE ATTACHMENTS**. The only recognized changes to the RFP prior to proposal opening will be written addenda issued by the Division.

#### 29) PROPOSAL FORMAT INSTRUCTIONS

This section contains instructions that describe the required format for the proposal. All proposals submitted shall be marked as follows:

TECHNICAL PROPOSAL NUMBER:
RFP-DEM-15-16-066 HURRICANE LOSS MITIGATION PROGRAM
(One Sealed Package for Technical)

#### 30) TECHNICAL PROPOSAL (16 PAGES MAX)

The Proposer must submit one (1) original, two (2) copies and two (2) compact disc's ("CD") that contain the Technical Proposal, which must be divided into the sections described below. The original must be labeled "Original" and must contain an original signature of the authorized official. Since the Division will expect all technical proposals to be in this format, failure of the Proposer to follow this outline may result in the rejection of the proposal. Proposals shall contain the following:

- a) **Transmittal Letter** (Limit 1 Page). Each Proposer shall provide a transmittal letter signed by an authorized individual for the organization submitting the proposal to the Division in response to this RFP. The letter must include the following:
  - 1. RFP Number RFP-DEM-16-17-048: HURRICANE LOSS MITIGATION PROGRAM
  - 2. Organization Name: Must be an eligible Proposer as defined in Section 5.0;
  - 3. Project Title: A short title that adequately describes the project;
  - 4. Federal Tax ID Number: For organization classification purposes:
  - Submission Category: As defined in Section 1 and as defined in the Scope of Work as outlined in Exhibit A.
  - 6. Point of Contact Information: Name, title, address, telephone number, cell number, (if applicable), and email address.
- b) **Table of Contents** (Not included in page count). Each proposal shall provide a table of contents which clearly indicates the page numbers for the required sections.
- c) Executive Summary (Limit 1 Page, plus Appendix of Financials). The Proposer shall provide an Executive Summary to be written in non-technical language to summarize the Proposer's overall capabilities, qualifications, relative previous experience, and approaches for accomplishing the services specified herein. The Executive Summary shall also provide:

- 1. Project description;
- 2. Need/ justification for this work; and,
- 3. Current financial information should be citied and attached in an Appendix. It should, at a minimum, include an income statement, balance sheet, and statement of cash flows (i.e.: independent certified audit or financial statements). Any corrective action plan(s) or audit findings issued to the proposer should be included. This information will not be scored but may be used by the program as a risk assessment and monitoring tool after execution of a grant.
- d) **Project Team** (Limit 2 Pages, plus Appendix of Resumes). The Proposer shall identify the Project Manager and key personnel on the Proposer's project team. The Proposer shall provide a summary of the Project Manager's qualifications and each team member's relevant experience as it relates to the Scope of Work. The proposal shall include a discussion of the use of subcontractors. Resumes should be clearly identified and provided in an attached Appendix. Further, the Proposer will identify their most recent year's funding if they been a recipient of the HLMP (formerly Residential Construction Mitigation Program RCMP grant) grant and identify their percentage of completion as compared to their most recent awarded amount. For the purposes of scoring, Proposers who have only spent between 0-75% of their awarded amount will receive 3 points. For those Proposers who have finished 75% or better of their awarded amount, they will receive 5 points (See Exhibit "B").
- e) References (Limit 2 Pages). The Proposer shall provide written documentation describing similar projects with enough detail to allow the evaluation committee to easily determine whether the work is similar to and is comparable to what is being requested in the RFP document. The proposal shall reference information pertaining to the experience presented shall include the organization's name, contact name, position, telephone number and Email address (if available.) Past and current mitigation retrofit projects should be included.
- f) Work Plan (Limit 5 Pages). A Work Plan shall be provided that describes how the Proposer will complete the Scope of Work as shown in Exhibit A. Detailed information should address the following:
  - Project Timeline. Identify milestones and number of days to complete each respective milestone and projected date of completion, DEM report submission, deliverable dates, invoice dates and estimated project start and finish dates.
  - 2. Identify individual team members' work responsibilities, estimated time to complete the task and how the assignment relates to the project timeline;

- 3. Establish and discuss the methodology that will be used to measure performance and maintain schedules.
- 4. Identify any equipment that is required to complete the Scope of Work.
- 5. Include and discuss the scope of services that will be performed by the subcontractors or other third party. The sub-contractor's scope of service should be included in an Appendix.
- 6. Identify if two or more entities are sharing grant administrator resources and expenses with a Memorandum of Understanding executed if awarded.
- g) **Need/ Justification** (2 Pages). Clearly identify a demonstrated mitigation need and explain how this project will solve the need. Identify and demonstrate long and/or short-term tangible benefits of this project.
- h) **Cost Control** (Limit 3 Pages). Identify the proposed number of structures being mitigated during the grant period. Elaborate on methodology to complete the proposed number of structures. Cleary identify the methodologies that will be used for cost control throughout the construction phases relating to management, materials and labor.
- i) Exhibit B, Acknowledgement Form (Not included in page count). Fully completed and executed Exhibit B, as attached to this RFP.

#### 31) PRESENTING THE PROPOSAL

The proposal shall be limited to a page size of eight and one-half by eleven inches (8  $\frac{1}{2}$ " x 11"). Foldout pages may be used, where appropriate, but should not exceed five (5) percent of the total number of pages (one page) comprising the proposal. Type size shall not be less than 10-point font. Proposals must be securely bound in a binder. The proposal should be indexed and all pages sequentially numbered. It is recognized that existing financial reports, documents, or brochures, such as those that delineate the Proposer's general capabilities and experience, may not comply with the prescribed format. It is not the intent to have these documents reformatted and they will be acceptable in their existing form in an Appendix. The two (2) CD's should be labeled Technical Proposal with the RFP number, and the organization's name.

#### 32) DRUG-FREE WORK PLACE" PREFERENCE

Whenever two or more proposals which are equal with respect to quality and service are received, the Division shall determine the order of award in accordance with Rule 60A-1.011 Florida Administrative Code, which includes a preference for solicitation responses that certify the business has implemented a drug-free workplace program in accordance

with Section 287.087, F. S. The "Drug-Free Workplace Program Certification" must be completed and submitted with the proposal for this preference.

#### 33) COPYRIGHTED MATERIAL

Copyrighted material will be accepted as part of a technical proposal only if accompanied by a waiver that will allow the Division to make paper and electronic copies necessary for the use of Division staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, and Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public. The Division will own all outreach products developed under this proposal.

#### 34) CONFIDENTIAL, PROPRIETARY OR TRADE SECRET MATERIAL

If Respondent considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, the Respondent shall mark the document as "Confidential" and simultaneously provide the Division with a separate redacted copy of its response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Division's solicitation name, number, and the name of the Respondent on the cover, and shall be clearly titled "Redacted Copy." The Redacted Copy should only redact those portions of material that the Respondent claims are confidential, proprietary, trade secret or otherwise not subject to disclosure, under Chapter 119, Florida Statutes.

In the event of a request for public records to which documents marked as confidential are responsive, the Division will provide the Redacted Copy to the requestor. If a requester asserts a right to the Confidential Information, the Division will notify the Respondent that such an assertion has been made. It is the Respondent's responsibility to provide legal support for its position that the information in question is exempt from disclosure under chapter 119 or other applicable law. If the Division becomes subject to a demand for discovery or disclosure of the Confidential Information of the Respondent in a legal proceeding, the Division shall give the Respondent prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law). The Respondent shall be responsible for defending its determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

By submitting a reply, the Respondent agrees that its failure to mark documents in accordance with the terms above constitutes a waiver of any and all claims of confidentiality and authorizes the Division to release all documents and information that is not marked in accordance with the terms above.

By submitting a reply, the Respondent agrees to protect, defend, and indemnify the Division for any and all claims arising from or relating to the Respondent's determination that the redacted portions of its reply are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

#### 35) FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM (FACTS)

In 2011, the Florida Legislature amended Section 215.985, F.S., relating to the Transparency Florida Act, requiring the Department of Financial Services (DFS) to provide public access to a state contract tracking system; identifying the information that must be made available on the system; and requiring Florida state governmental entities to update data in the system. On March 1, 2012, DFS implemented a centralized webbased contract reporting system to increase transparency and accountability in government contracting in Florida. The system, known as Florida Accountability Contract Tracking System or FACTS, displays grant and contract procurement information, expenditure data, audit information, and contract document images. The link to the DFS FACTS public website is: https://facts.fldfs.com. Any contract resulting from this solicitation will be included in the FACTS system.

#### 36) COSTS INCURRED IN RESPONDING

This Request for Proposal does not commit the Division or any other public agency to pay any costs incurred by an individual firm, partnership, or corporation in the submission of a proposal or to make necessary studies or designs for the preparation thereof, nor to procure or contract any articles or services.

#### 37) MAIL OR DELIVER PROPOSAL TO: (DO NOT FAX or E-MAIL)

RFP-DEM-16-17-048 Hurricane Loss Mitigation Program Florida Division of Emergency Management C/O Tara Walters 2555 Shumard Oak Blvd., Tallahassee, Florida 32399-2100

It is the Proposer's responsibility to assure that the proposal is delivered to the proper place on or before the Proposal Due date and time (See introduction Section 2 Schedule of Events). Proposals which for any reason are not so delivered shall not be considered.

By submitting a proposal, the Proposer represents that it understands and accepts the terms and conditions to be met and the character, quality and scope of services to be provided.

All proposals and associated forms shall be signed and dated in ink by a duly authorized representative of the Proposer.

Each Proposer shall fully acquaint itself with the conditions relating to the performance of the services under the conditions of this Request for Proposal. This may require an onsite observation.

#### 38) MODIFICATIONS, RESUBMITTAL & WITHDRAWAL

Proposers may modify submitted proposals at any time prior to the proposal due date. Requests for modification of a submitted proposal shall be in writing and must be signed by an authorized signatory of the Proposer. Upon receipt and acceptance of such a request, the entire proposal will be returned to the Proposer and not considered unless resubmitted by the due date and time. Proposers may also send a change in a sealed envelope to be opened at the same time as the proposal. The RFP number, due date and time should appear on the envelope of the modified proposal.

#### 39) PROPOSAL OPENING

All proposal openings are open to the public. Proposals will be opened by the Division at the date, time and location in the Schedule of Events (See Introduction Section 2 Schedule of Events).

#### **40) PROPOSAL EVALUATION PROCESS**

An Evaluation Committee will be established to review and evaluate each proposal submitted in response to this Request for Proposal (RFP).

The Procurement Office will distribute to each member of the Evaluation Committee a copy of each technical proposal. The Evaluation Committee members will independently evaluate the proposals based on the evaluation categories established below, in order to assure that proposals are uniformly rated. Evaluation Committee members' scores for each proposal will be totaled and that total divided by the number of team members to obtain an average total score for each proposal. Proposers must attain an average score of sixty (60) points or higher on the Technical Proposal to be considered responsive. Should a Proposer receive fewer than sixty (60) points for their Technical Proposal score, the Technical Proposal will not receive any further consideration.

Technical evaluation is the process of reviewing the Proposer's Transmittal Letter, Executive Summary, Project Team, References, Work Plan, Needs/Justification, Cost Control and Modifier. The review of these categories will demonstrate the Proposer's understanding of the project, and highlight the qualifications, approach and capabilities in order to assure a quality product. Each Proposer must reach a minimal score of 60 to be

considered for funding. The following "up to" point system is established for scoring the technical proposals:

#### **Evaluation Categories and Point Value:**

a) Transmittal Letter: 3 Points

b) Executive Summary: 11 Points

c) Project Team: 16 Points

d) References: 10 Points

e) Work Plan 25 Points

f) Need/Justification 10 Points

g) Cost Control 25 Points

#### 41) POSTING OF INTENDED AWARD

The Division's decision will be posted on the MFMP Vendor Bid System at: <a href="http://myflorida.com/apps/vbs/vbs\_www.main\_menu">http://myflorida.com/apps/vbs/vbs\_www.main\_menu</a> on date and time in the Schedule of Events, and will remain posted for a period of seventy-two (72) hours. Any person who is adversely affected by the contents of this Request for Proposal must follow the procedure outlined in Section 120.57(3), Florida Statutes and file protests with the Division: Division of Emergency Management, Agency Clerk, 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100.

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

#### 42) REQUEST TO WITHDRAW PROPOSAL

Requests for withdrawal will be considered if received by the Division, in writing, within seventy-two (72) hours after the proposal opening time and date. Requests received in accordance with this provision will be granted by the Division upon proof of the impossibility to perform based upon obvious error on the part of the proposer.

#### **43) AWARD OF THE AGREEMENT**

Services will be authorized to begin when the Proposer receives a State-Funded Grant Agreement executed by both parties, indicating the encumbrance of funds and award of the agreement.

#### 44) FINANCIAL CONSEQUENCES / CONTRACT CONDITIONS

The Agreement will contain financial consequence language as required by the Florida Department of Financial Services, similar to the following examples:

- a) The Division reserves the right to withhold payment of 5 percent from invoices for late performance, or to implement other appropriate remedies, such as contract termination or nonrenewal, when the Contractor has failed to perform or comply with provisions of this Contract. These consequences for non-performance shall not be considered penalties.
- b) Provided the Contractor performs in accordance with the scope of work outlined in the awarded contract, the Division will pay the Contractor on a project completion percentage basis. However, the Division will withhold the final 25 percent until such time as an independent inspector paid by the Division certifies that the services performed under the awarded contract completely satisfy the requirements and specifications outlined in the Scope of Work.

Please see Exhibit A, Scope of Work for the Financial Consequences that will be included in the awarded agreement.

#### **45) TERMS AND CONDITIONS**

All responses are subject to the terms and conditions of this solicitation, which, in case of conflict, shall have the following order of precedence listed:

- a) Exhibit "A", Scope of Work
- b) Exhibit "B", Acknowledgement
- c) Exhibit "C" Evaluation Worksheet
- d) Instructions to Respondents (PUR 1001)
- e) General Conditions (PUR 1000)
- f) Exhibit "D", Drug-Free Workplace Program Certification

g) State-Funded Grant Agreement

#### 46) PUBLIC RECORDS.

If this Agreement involves a contract for services, and if the Contractor is acting on behalf of the Division, then the Contractor shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Contractor in conjunction with this Agreement. In accordance with section 119.0701(2), Florida Statutes, the contractor must:

- a) Keep and maintain public records required by the public agency to perform the service.
- b) Upon request from the publics agency's custodian of public records, provide the public agency 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 this chapter or as otherwise provided by law.
- c) 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 contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, 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 contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

As required by section 119.0701(2)(a), Florida Statutes, the Division includes the following statement in at least 14-point boldfaced type:

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 CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: FLORIDA DIVISION OF EMERGENCY MANAGEMENT, (850) 922-1641, Records@em.myflorida.com., 2555 Shumard Oak Blvd., Tallahassee, FL 32399.

Pursuant to section 287.058(1)(c), Florida Statutes, the Division may unilaterally cancel a contract if the vendor refuses to allow public access to all non-exempt documents,

papers, letters, or other material made or received by the contractor in conjunction with the contract.

#### 47) COOPERATION WITH THE INSPECTOR GENERAL

Pursuant to section 20.055(5), Florida Statutes, contractor and any subcontractors understand and will comply with their duty to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing.

## 48) <u>ATTACHED FORMS PUR 1000, GENERAL CONTRACT CONDITIONS & PUR 1001, GENERAL INSTRUCTIONS TO RESPONDENTS</u>

These are standard forms from the Department of Management Services that the Division is required to include in all formal solicitations. *The following paragraphs do not apply to this Request for Proposal*:

- a) PUR 1001, Paragraph 3, Electronic Submission; and
- b) PUR 1001, Paragraph 4, Terms and Conditions.

## EXHIBIT "A" SCOPE OF WORK AND BUDGET

### RFP-DEM-16-17-046 HURRICANE LOSS MITIGATION PROGRAM

#### HISTORICAL BACKGROUND

In 1993, the Legislature created the Florida Hurricane Catastrophe Fund ("Cat Fund"). Codified in section 215.555, Florida Statutes, the Cat Fund: (1) provides a form of reinsurance for residential property insurers; and, (2) authorizes the expenditure of certain moneys to support programs that mitigate hurricane losses.

Section 215.555 requires that each insurance company pay premiums into the Cat Fund; those premiums are calculated based on actual catastrophic exposure. Initially, the Cat Fund collected from both "Participants" and "Non-Participants." The term "Participants" refers to insurers who provide residential policies and small business commercial policies covering structures and contents; the term "Non-Participants" refers to insurers who provide property and casualty coverage. The latter is broader than the former; and, the former falls under the broader category of the latter. In other words, "Non-Participant" coverage includes "Participant" coverage; but, "Non-Participant" coverage also includes other types of insurance.

The State Board of Administration oversees the Cat Fund, which qualifies as a trust fund under state law.

In 1994, the Internal Revenue Service ("IRS") issued a letter addressing the status of the Cat Fund for Federal income tax purposes. Recognizing that Participant contributions to the Cat Fund make the Fund look like a taxable, reinsurance program, the IRS nonetheless concluded that revenue earned by the Cat Fund qualifies as tax-exempt. In reaching this conclusion, the IRS focused on two, key components of the program: (1) the Non-Participant contributions; and, (2) the fact that the "State will appropriate moneys from the Fund each year and expend such moneys for specified purposes which are unrelated to its obligations under the Contracts." Thus, in finding the Cat Fund tax exempt, the IRS relied at least in part on the mandatory use of some Cat Fund moneys for the public purpose of hurricane loss mitigation.

For fiscal year 1997-1998, the Legislature appropriated the \$10 million from the Cat Fund and split that appropriation into three categories: \$4.1 million to match grants from the Federal Emergency Management Agency; \$3.1 million going to the Residential Construction Mitigation Program under the Department of Community Affairs; and, \$2.8 million for sand dune restoration.

Citing policy considerations, Governor Chiles vetoed the \$2.8 million appropriation for sand dune restoration. In his veto message, Governor Chiles stated that "[f]unding of

these projects from these funds would set the wrong precedent; these funds should be for the purpose of enhancing residential mitigation."

Despite the IRS' reliance on Florida's assertion that it would annually appropriate at least \$10 million in Cat Fund moneys for hurricane loss mitigation programs, Governor Chiles' decision to veto the sand dune appropriation reduced that year's overall mitigation appropriation down to \$7.2 million.

In 1999, the Florida Legislature passed the "Bill Williams Residential Safety and Preparedness Act" ("the Act"). With an effective date of July 1, 2000, the Act created the Hurricane Loss Mitigation Program ("HLMP") as outlined in section 215.559, Florida Statutes.

The House of Representatives staff analysis describes the purpose of the Act as follows: "This bill creates the Hurricane Loss Mitigation Clearing Trust Fund ("HLMCTF") to receive transfers from the Florida Hurricane Catastrophe Fund ("Cat Fund") to provide funding for hurricane mitigation programs." Addressing the concern that another line item veto could threaten the tax exempt status of the Cat Fund, the analysis goes on to state: "The creation of the HLMCTF assures that the \$10 million will be appropriated from the Cat Fund, thus making it less likely that a line item veto will jeopardize the tax exempt status of the Cat Fund."

#### PRESENT SITUTATION

Currently, the Legislature annually appropriates \$10 million from the Florida Hurricane Catastrophe Fund to the Florida Division of Emergency Management ("Division") for the Division to administer the HLMP. By statute, that \$10 million is allocated as follows:

- \$3.5 million to "to improve the wind resistance of residences and mobile homes, including loans, subsidies, grants, demonstration projects, and direct assistance; educating persons concerning the Florida Building Code cooperative programs with local governments and the Federal Government; and other efforts to prevent or reduce losses or reduce the cost of rebuilding after a disaster."
- \$3 million "to retrofit existing facilities used as public hurricane shelters"
- \$2.8 million "to inspect and improve tie-downs for mobile homes"
- \$700,000 "to the Florida International University center dedicated to hurricane research"

Previously, the Division allocated \$3.5 million for the Residential Construction Mitigation Program ("RCMP"), which provided grant funding to governmental entities, nonprofit organizations, and qualified for-profit organizations as a means to improve the resiliency of residential structures within their communities. The RCMP utilized a benefit-cost analysis (BCA) for each of the submitted projects in order to determine whether the

mitigation retrofits were cost-effective.

Presently, the Division seeks to expand the \$3.5 million HLMP appropriation beyond just the RCMP. Going forward, the Division will allocate \$3.5 million for construction mitigation efforts that will "prevent or reduce losses or reduce the cost of rebuilding after a disaster" – provided that the construction:

- Involves a structure; and,
- Does not supplant any other mitigation grant program funded by or through the Division.

Current mitigation grant programs funded by or through the Division that involve structures include:

- Elevating residential structures (through grants provided by FEMA);
- Tearing down residences and converting the real property into perpetual greenspace (through grants provided by FEMA); and,
- Retrofitting "existing facilities used as public hurricane shelters" (through a separate HLMP grant).

Therefore, no HLMP construction mitigation proposal shall duplicate any of the mitigation grant programs outlined above.

The Recipient will provide mitigation retrofit improvements as identified in RFP-DEM-16-17-048 on as many qualified structures as possible during the period of performance for this Agreement and within the awarded amount. The Division of Emergency Management's (Division) Property Information Sheet (PIS) will be the controlling document that monitors expenditures for the approved mitigation properties.

All structures shall be located in the geographical boundaries of the State of Florida and be approved by the Division. The Recipient shall focus on a comprehensive approach that ties together all aspects of mitigation.

The Recipient shall be responsible for the implementation, management, coordination, and facilitation of all aspects related to the mitigation retrofit projects approved under this RFP.

After the execution of a State-Funded Grant Agreement, the Recipient shall conduct an inspection of properties and identify a group of properties eligible for mitigation retrofit improvements. The Recipient shall submit a list of those properties to the Division within forty-five days of the signed and executed contract. The Recipient shall submit property information and the estimated mitigation costs on a 2017 Property Information Spreadsheet (PIS) pdf provided by the Division at the time of award or contract

execution. Color photographs of the structures (four elevations, all openings to include doors, roof pictures at least level with the roof, condition of the soffit and fascia, interior attic pictures, and any other visual documentation for additional mitigation) are required with the submission of the PIS. Color photographs must be sent in jpeg form to the Division for review. The Recipient may identify additional properties over the course of the fiscal year until all awarded funds are expended (see table 1).

Authorized mitigation retrofit improvements include:

- a) Replacement of roof sheathing;
- b) Replacement of roof covering;
- c) Strengthening of roof deck attachment;
- d) Installation of secondary water barrier;
- e) Installation of hurricane straps;
- f) Installation of window and door opening protection;
- g) Installation of hurricane resistant windows and doors:
- h) Brace bottom chord gable end;
- i) Anchoring of wall or floor units to the foundation; and,
- j) Other mitigation construction efforts involving structures provided that the construction does not supplant any other mitigation grant program funded by or through the Division.

The intent of the program is to mitigate a structure comprehensively. Comprehensive mitigation takes into account as many facets of mitigation as can be achieved given the Recipient's budget for an identified structure. Where a comprehensive approach cannot be implemented, the Recipient must clearly justify (i.e., structure has already been partially mitigated or structure does not otherwise require certain measures) the reasons for the deviation. All awarded funds must be directly related to mitigation improvements.

The Division will conduct a benefit-cost analysis (BCA) for each of the submitted properties to determine if the mitigation retrofits are cost-effective. The BCA results in a numerical ratio expression of the cost-effectiveness of a mitigation project and is calculated as: total project mitigation benefits divided by total project mitigation costs. A property with a BCA ratio of one or greater has more benefits than costs and is therefore considered cost-effective. Some of the submitted properties may receive a BCA ratio of less than one (1). However, if the combined BCA ratio for the submitted group of properties is equal to one (1) or greater the group of properties may be

approved. Specific properties may be added or withdrawn if necessary in order to achieve a combined BCA of one (1) or greater.

Upon the Recipient receiving a BCA score of (1) or greater, the Division will alert the Recipient to begin the processing of open bidding for construction services. <u>It is important to note that no construction shall be started prior to the Division's approval of the mitigation improvements.</u>

The HLMP grant is a reimbursable grant. Therefore, no Pre-award costs are authorized. Further, the Recipient should secure funding in order to ensure maximum performance. The Division expects that each Recipient will fully spend their awarded grant amount. The Division retains the right to review Recipient performance and take corrective action at any time. The following Tasks and Deliverables will be achieved in order for the Recipient to be reimbursed.

Task 1 (Identification and inspection): The Recipient shall identify structures for possible mitigation improvements. Then, the Recipient shall conduct a comprehensive mitigation inspection of all identified structures. The mitigation inspection shall be performed by a state certified mitigation inspector or local building official. The inspector shall identify any previous mitigation improvements as well as any mitigation deficiencies. The inspector shall further ensure that all necessary information is given to the Recipient (i.e. measurements, counts, and applicable notes). Additionally, the inspector shall opine whether the structure can be retrofitted to effectively improve structural survivability.

Task 2 (Submission of the PIS): The Recipient shall submit to the Division a PIS for each structure identified for possible mitigation retrofits. The Recipient will provide all the requested information for each structure, to include color photographs. The electronic PIS will be provided to the Recipient by the Division. The original document should not be altered in any way. As part of the submission, the Recipient shall identify whether:

- a) The structure is on grade or not;
- b) Any unpermitted work has occurred at the structure; and,
- c) Any outstanding liens or judgments are attached to the structure or its underlying property.

Task 3 (Scope of work development): The Recipient shall develop a Scope of Work (SOW) for each property approved by the Division. The SOW shall be based on all the mitigation retrofit measures identified on the PIS and approved by the Division. If required by the local building official, certified drawings will be developed for mitigation improvements and approved by a State of Florida Registered Professional Engineer or Florida Registered Architect as required. The Recipient shall select a Qualified, Licensed Florida Contractor in accordance with the Recipient's procurement policy to

complete the SOW for each Division approved structure.

**Task 4 (Construction):** Upon completion and approval of Tasks 1 through 3 by the Division, the construction phase shall commence. The Recipient, or its Subcontractors, shall complete all mitigation retrofit measures as approved by the Division that have been identified on the PIS. The minimum level of required service includes, but is not limited to the completion of all or some of the mitigation retrofit measures identified the PIS. All construction work shall be completed by a Qualified and Licensed, Florida Contractor.

**Task 5 (Final inspection):** Upon completion of the mitigation retrofit improvements, a post inspection must be performed by the Recipient and a member of the Division's Technical Unit to ensure that all activities on the scope of work have been properly completed in compliance with issued building permits, as well as, any and all applicable Florida Building Codes, local building codes, industry standards and Manufacturer's Specifications.

Requests for reimbursement: During the course of the Fiscal Year, the Recipient is required to submit, at a minimum quarterly, Request for Reimbursements (RFR). The recipient is required to submit a quarterly report on the progress of the overall project. The quarterly report is due no later than 15 calendar days past the end of the quarter (see table 1). Documentation is required to support each RFR, Examples of supporting documentation are provided below for both construction expenses and administrative expenses. In some cases, all the mitigation retrofit improvements may not be fully completed; however, a partial reimbursement request may be submitted. Additional documentation in the form of an Affidavit signed by the project manager attesting to the completion of the work identified in RFR is required.

Construction expenses (Direct): The Recipient will pre-audit bills, invoices, and/or charges submitted by the subcontractors and pay the subcontractors for approved bills, invoices, and/or charges. Recipient will submit Reimbursement Requests (Attachment D) to the Division with copies of Subcontractor's bills, invoices, and/or charges and Proof-of-Payment by the Recipient in the form of cancelled checks, payroll records, electronic payment verification, etc. The Recipient shall ensure that the Contractor's Invoice clearly identifies each mitigation item installed.

Administrative expenses (Indirect): The Recipient shall provide source documentation such as payroll records, project time sheets, attendance logs, etc. Documentation shall be detailed information describing tasks performed, hours devoted to each task, and the hourly rate charged for each hour including enough information to calculate the hourly rates based on payroll records. Employee benefits must be clearly shown. Ten percent of the amount completed in pursuit of direct activities may be claimed for administrative expenses. The Recipient is eligible to claim up to \$19,400 in a total indirect rate if the Recipient expended all \$194,000.

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#### **DELIVERABLES:**

**Deliverable 1 (Identification and inspection):** The Recipient will provide to the Division a copy of the mitigation report provided by a certified mitigation inspector or building official.

**Due Date:** Initial PIS is due within thirty (30) days of the final contract execution date. The Recipient may continue to identify additional properties for addition to the project until April 15, 2018 at which no additional properties will be considered for mitigation activity.

**Reimbursement:** Provided the expenses do not exceed the amounts authorized by this Agreement, the Division will reimburse the Recipient for the Administrative expenses (at a rate of 10% of the direct activities billed) and expenses associated with property identification, plan development, and inspection services.

Deliverable 2 (Submission of the PIS): Based on the work described in Tasks 1 and 2, the Recipient shall submit, in an electronic format, the completed Initial Property Information Spreadsheet (PIS). All the requested information identified by the PIS is required and shall be provided, including multiple color photographs provided in digital format. The color photographs may be sent by email, one structure per email, or via the Division's File Transfer Protocol (FTP) site. The HLMP Project Number and property owner name must be in the subject line of an email. In the FTP method, each property shall be in a separate file. The file names need to be short but identifiable. File names such as last name and address number (jones1234), or recipient's tracking number on the PIS. Approval of individual properties will be based on a combined BCA ratio.

**Due Date:** Initial PIS is due within forty-five (45) days of the final contract execution date. Recipient requested addition or deletion of properties is due by April 15, 2018.

**Reimbursement:** Provided the expenses do not exceed the amounts authorized by this Agreement, the Division will reimburse the Recipient for the Administrative expenses (at a rate of 10% of the direct activities billed) and Construction Expenses associated with property identification, plan development, completion, and submission of the initial Division's Property Information Spreadsheet (PIS).

**Deliverable 3 (Scope of work development):** Based on the work described in Task 3, the Recipient shall submit, in an electronic format, a spreadsheet that contains the following information:

- a) Recipient Name and HLMP Project Number;
- b) Property Owner's Name;
- c) Selected Contractor's Name and date of Contractor selection for each mitigation measure;

- d) Detailed description of mitigation activities to be implemented on each structure that includes unit count, measurements, material and labor costs; and,
- e) Florida Product Approval Code for each mitigation product to be installed.

**Due Date:** Within fourteen days of Contractor selection.

**Reimbursement:** Provided the expenses do not exceed the amounts authorized by this Agreement, the Division will reimburse the Recipient for the Administrative Expenses (at a rate of 10% of the direct activities billed) associated with each approved Property's SOW, bidding process, or Contractor selection and creation of detailed spreadsheet.

**Deliverable 4 (Construction):** Based on the work described in Task 4, the Recipient shall provide a Request for Reimbursement (RFR) Package that includes the following information:

- a) Recipient's Invoice, to include;
  - 1. The Period of Performance:
  - 2. A breakdown of material and labor cost:
  - 3. Description of Work Performed; and,
  - 4. Payment amount requested for reimbursement.
- b) Request for Reimbursement; (Attachment D)
  - 1. Signed and dated Summary Page with relevant Detail Pages;
  - 2. Sub-Contractor's Invoice:
    - a. Sub-Contractor Name;
    - b. Property owner name and address;
    - c. Date work performed;
    - d. Exact mitigation measure completed; and,
    - e. Amount requested for each mitigation measure,
  - 3. Copies of Canceled Checks or Electronic Funds Payment Verification;
  - 4. Quarterly Report; and,

5. Affidavit of Partial Competition (if applicable).

**Due Date:** Deliverable 4, is due on a regular basis, but shall be submitted at least quarterly, starting with the first quarter after the final Agreement execution date and every quarter thereafter. It shall include the quarterly report. The quarterly submission is due fifteen (15) calendar days after the close of the quarter.

Reimbursement: Provided the expenses do not exceed the amounts authorized by this Agreement, the Division will reimburse the Recipient for the Administrative Expenses (at a rate of 10% of the direct activities billed) and Construction Expenses associated with all the mitigation retrofit improvements. The mitigation retrofit improvements may not be fully completed; however, a partial reimbursement request may be submitted.

**Deliverable 5 (Final inspection):** Based on the work described in Task 5, the Recipient shall provide a Final Close-Out Package digital media device that will include the following:

- a) Request for Final Inspection, which may be sent ahead of the storage device to expedite scheduling of final inspection, on agency/company letter head identifying the HLMP Project number, contract number and must include the following statements:
  - 1. The project is 100% complete;
  - 2. Scope of Work for each structure has been completed; and,
  - 3. All relevant building Codes and Standards have been satisfied.
- b) A digital media device that contains electronic folders for each individual property. The folders must have PDF formatted documents for each of the following:
  - 1. Approved PIS;
  - 2. Scope of Work;
  - 3. Color Photographs, in digital format, documenting mitigation work (pre and post);
  - 4. Building Permit;
  - 5. Post-Inspection Reports/Certificates of Completion for each structure;
  - 6. Florida Approved Product Codes, Miami-Dade Approval Codes, Notice of Acceptance/Product Approvals; and.

- 7. All applicable Lien Waivers.
- c) An Electronic Spreadsheet to include;
  - 1. Homeowner's Name:
  - 2. Homeowner's Address:
  - 3. Pre and Post Inspection Dates;
  - 4. Retrofit Measures Completed; and,
  - 5. Retrofit Cost:

**Due Date:** A request for closeout is to be received by the Division on or before June 15, 2018.

**Reimbursement:** Provided the expenses do not exceed the amounts authorized by this Agreement, the Division will reimburse the Recipient for the Administrative Expenses and Construction Expenses associated with Final Closeout preparation, final inspections, and any additional mitigation performed as required by final inspection. The "**Final Reimbursement Request**" must be submitted by August 15, 2018.

**Financial Consequences:** If the recipient fails to comply with any term of the award, the Division shall take one or more of the following actions, as appropriate in the circumstances:

- a) Temporarily withhold cash payments pending correction of the deficiency by the recipient;
- b) Disallow all or part of the cost of the activity or action not in compliance;
- c) Wholly or partly suspend or terminate the current award for the recipient;
- d) Withhold further awards for the program; or,
- e) Take other remedies that may be legally available.

Key Deliverable Dates: The key deliverable dates are designed to aid the Recipient in fully expending the awarded grant funding. The Division will monitor the Recipient's performance by using the following dates as markers. Should the Recipient fall off this schedule, the Division will reach out to the Recipient and work towards an appropriate correction. The Division retains the right to review all Recipients for performance. Further, should the Recipient need additional time, the Recipient need only to demonstrate a work plan to the Division. These dates assume blue sky conditions throughout the life of the

grant. Should the Division or the Recipient be impacted by disaster, event, or incident, the deliverable dates would be altered.

KEY ACTIVITY	DUE DATE	COMMENT
Deliverable 1:	No later than	Additional structures may be
Identification and Inspection	30 days post contract	considered for mitigation until
	execution.	April 15, 2018.
Deliverable 2:	No later than 45 days	
Submission of the PIS	post contract execution.	
Deliverable 3:	No later than 14	
Scope of Work Development	business days after	
	vendor selection.	
Deliverable 4:	To be completed by	Completion of all mitigation
Construction	June 1, 2018.	retrofit work.
Deliverable 4:	No later than August	Cannot be released until the
Final Invoice	15, 2018.	Division receives recommendation to close out
		the project by the Technical
Deliverable 5:	No later than June 15,	
Final Inspection	2018.	

**BUDGET:** The Budget is designed to account for HLMP Awarded Funds. Each invoice and request for reimbursement should clearly identify the amount of HLMP funds requested and provide supporting documentation.

	RFP-DEM 16-17-048
EXPENDITURE CATEGORIES	AWARD
Salary & Benefits	
Other Personnel / Contractual Services	
Administrative Expenses	\$19,400
Expenses	\$174,600
Totals	\$194,000

21-A

	TAYLOR COUNTY BOARD OF COMMISSIONERS				
		County Commission Agenda Item			
SUBJECT/TITL	Æ:	The Board to consider and approve a grant application to remove the Louisa from public property and to seek a waiver of Local Match.			
Meeting Date:		March 6, 2017			
Statement of Issue: Approve the Grant Proposal of the Louisa Vessel Removal from Steinhatchee for \$12,150 to be submitted to the Fish and Wildlife Conservation Commission (FWC) and \$4,050 Request for Waiver of Local Match Following Disaster to the FDOT					
Recommendati	ion:	Approve the submission of the Grant Proposals to FWC.			
Fiscal Impact:	\$	16,200 Budgeted Expense: Yes No X N/A			
Submitted By:		Emergency Management Director			
Contact:		Steve Spradley			
		SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS			
History, Facts & Issues: Several actions has been taken toward the removal of the "Louisa" Boat which is derelict at Steinhatchee coast. The FWC opened a call for proposals to fund Vessel removal proposals through the Derelict Vessel Final Removal Opportunity Program.  Some quotes were requested from contractors and Morgan Marine Salvage & Recovery, LLC Sent the lowest price for \$16,200. The grant proposal to FWC pays 75% of the total cost (\$12,150) and the remaining 25% (\$4,050) will be requested through a Waiver of Local Match Following Disaster to the FDOT					
Options:	1	Approve and get the grant funds and remove the derelict vessel			
	2	Deny approval			
Attachments:	1	Proposal			
	2				

#### ATTACHMENT A - COVER LETTER

MALCOLM PAGE District 1 JIM MOODY District 2 FRANK RUSSELL District S PAM FEAGLE District 4 THOMAS DEMPS District 6



# TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk Post Office Box 620 Perry, Florida 32348 (850) 838-3506 Phone (850) 838-3549 Pax TED LAKEY, County Administrator 201 East Green Street Perry, Florida 32347 (850) 838-3500, extension 7 Phone (850) 838-3501 Fax CONRAD C. BIBHOP, JR., County Attorney Post Office Sox 167 Perry, Florida 32348 (850) 584-6113 Phone (850) 584-2433 Fax

March 16, 2017

Phil Horning
Florida Fish and Wildlife Conservation Commission
Derelict Vessel Final Removal Opportunity Program
620 South Meridian St.,
Tallahassee, Florida 32399-1600.

Dear Mr. Horning:

As the Taylor County Administrator, and representing the Taylor County Board of County Commissioners, I am submitting to the Florida Fish and Wildlife Conservation Commission evaluation the grant application of \$12,150, representing 75% of total cost for the project Louisa Vessel Removal, Steinhatche River coast in Taylor County. The project will involve the active participation of FWC, the Florida Department of Transportation (FDOT) and the BOCC.

The Taylor County Board of County Commissioners is applying for this grant and believes that the vessel removal will create a positive impact to the community of Steinhatchee removing a risk to navigation and infrastructure in the upcoming hurricane season.

In you need additional information, I can be reached by phone at (850) 838-3500 Ext 6 or by email at ted.lakey@taylorcountygov.com.

Regards,

Ted Lakey County Administrator Taylor County

## **ATTACHMENT B - APPLICATION**



Commission Derelict Vessel Final Removal Funding Opportunity Program Application 2016/2017

Date Received:
§ 12,150

Fill in all sections that apply - Input NA for those areas Not Applicable.

I - APPLICANT INFORMATION		
a. Applicant: Taylor County Board of C	ounty Commissioners	
b. Federal Employer ID. No.: 59-6000879		
c. Project Manager Name: Ted Lakey	Project Manager Title: Co	ounty Administrator
d. Mailing Address: 201 E. Green Street	City: Perry	Zip Code: 32347
e. Shipping Address:	City:	Zip Code:
f. Telephone: 850-838-3500 ( Fax:	Email: ted.lakey@ta	aylorcountygov.com

II - PROJECT SUMMARY				
a. Project Title: Louisa Vessel Removal from Steinhatchee river coast				
b. Project Goal(s): Remove the dereli it in a Landfill	ct boat "Louisa" from the Steinhatchee river coastline and dispose			
c. Project Total Cost: \$ 16,200 Cost:	Funding Amount Requested: \$ 12,150			

d
Project
Type: COMMISSION DERELICT VESSEL FINAL REMOVAL FUNDING OPPORTUNITY

e. Brief Project Summary (Detailed project summary/scope of work is required as an attachment to this application):
In Steinhatchee river (Taylor County) there is a 55' derelict boat named "Louisa" that needs to be removed. FWC and other agencies made an inspection of the vessel and we are evaluating two option for its removal and final disposal: A) Remove it from Steinhatchee and the goal is to remove it from Steinhatchee river and transport it by land to a final landfill in Madison County (aprox. 100 miles away).
HI - PROJECTED OUTCOMES
a. What percentage of the total derelict vessels located within this project's jurisdiction will be removed by this project? (Limited to those listed in the Statewide At-Risk and Derelict Vessel Database.)
100% of the Louisa derelict vessel will be removed by this project
b. Describe the system to be used in demonstrating complete removal and destruction of the removed vessel(s). Include the procedure to verify contractor's completeness in removal of the vessel(s).
Crane: 50+ Ton
Barge (transport by sea), or Trailer (capable to transport by land 60' x 40 Ton vessel for 100 miles)
Other expenses

IV - BUDGET				
a. Has a detailed cost estimate/proposal	been developed for thi	s derelict vessel remov	ral project? If yes. atta	ch a copy of quotes.
c. PROJECT COST: CASH FUNDS	(Must be at least 25%	of total derelict vessel	removal request.)	
Cost Item	Applicant	Other Source (List in Section VI below)	Requested Removal Amount	TOTAL
	s	\$4,050	\$12,150	\$16,200
Total Cash Funds	\$	\$4,050	<sup>\$</sup> 12,150	<sup>s</sup> 16,200
d. TOTAL FUNDS (Non-cash + Cash)	S	\$4,050	<sup>\$</sup> 12,150	<sup>\$</sup> 16,200

V-	V - OTHER SOURCE OF FUNDS (STATUS) Request for Waiver					
a. 🗌	a.					
b. Pr	b. Project Name: Local Match Following a Disaster Amount \$ 4,050					
c. Aş	oproval Status: App	proved Pen	ding	Intend to Apply, Date: XX	(XXXX	
VI-	- LAW ENFORCEME	NT CASE DATA				
	AGENCY	Agency Case Number	Vessel Registration	Vessel Make	Vessel Length	Vessel Removal Quote
1						S
2	FWC	FWNC-16-OFF-006283	FL2516MB	ND	55	\$16,200
3						s
4						S
5						S
6						\$
7						\$
8						\$
9						S
10						S
11						\$
12						S
13						\$
14						s
15						S
E	Each Vessel Must Have A Separate Written Quote Attached TOTAL \$16,200					

VII-	APPLICATION ATTACHMENTS CHECKLIST
	For mailed applications, include a copy on electronic media with paper copy, or you may email entire application to:  Phil Homing@MyFWC.com
Incl	Required Attachments
	a. Cover Letter: A brief letter explaining overview of project and responsible parties involved.
	b. Application: One (1) application with original signature from authorized individual.
	c. Project Proposal: A detailed description of the project as described in the application instructions.
	d. Delegation of Authority: Formal documentation to show that the person signing the application has the authority to apply for, administer and commit the governing body to the removal project and funding program on behalf of the applicant.
	e. Detailed Cost Estimate: Cost estimate in the form of a formal bid, written quote from proposed vendor or a detailed cost estimate for the project elements. I tabbed section for each vessel removal requested to include the Derelict Vessel Data Sheet included with this application.

#### APPLICANT SIGNATURE

Application is hereby made for the activities described herein. I certify that I am familiar with the information contained in the application, and to the best of my knowledge and belief, this information is true, complete, and accurate. I further certify that I possess the authority (see opportunity guidelines section IV. 4.4), including the necessary requisite property interests, to undertake the proposed activities.

I also certify that the applicant's governing body is aware of and has authorized the project manager as the official representative of the applicant to act in connection with this application and subsequent project, as well as to provide additional information as may be required. By signature below, the applicant agrees to comply with all applicable federal, state, and local laws in conjunction with this proposal and resulting project so approved. It is also understood that in the event restitution is received through criminal or civil means from the owner of the vessel or responsible party, the state is entitled to 75% of the restitution amount received.

Ted Lakey	Taylor County Administrator		
Print/Type Name	Title		
Applicant Signature	Date		

# <u>Derelict Vessel Data Sheet</u> (Submit one sheet for each vessel requested in funding application)

Law Enforcement C	Case Number:	FWNC-16-OFF-006283	<b>}</b> <del>-</del>			
County of Vessel's Location: Taylor County						
Describe Vessel's Location: (example: Vessel is in shallow water within mangroves at boat ramp.) Vessel is lying on a side aground on SE Riverside Dr. next to the bridge at 7th St East						
Steinhatchee, Florida	3					
Vessel Coordinates:	(Degrees-De	<u>cimal Minutes</u> ) Exa	mple: 30° 26.222 (N) / 84° 16.649 (W)			
29° 40.12	(N)	83° 22.55	(W)			
Vessel Color: Blue						
Vessel Length: 55						
Vessel Registration						
Investigating Agence	-					
Photo of Vessel: Ye			chment in this tab)			
Rapid Removal (						
Are there pollutants	on the vessel:	requiring removal?	Yes () No (🗸) (Check One)			
Is the vessel resting	on the bottom	: Yes 📄 No 🗸				
Is the vessel located	in or above se	eagrass or coral? Ye	s 🔲 No 🔽)			
			ractors written quote for the vessel)			
Contractor's Name	Morgan Marine S	salvage and Recovery, I	LLC			
Contractors Address	<sub>s</sub> 288 MARSH D	RIVE. FREEPORT, FI	orida 32439. USA			
Contractors Phone #	#(855) <b>667</b>	4260				

# ATTACHMENT C - PROJECT PROPOSAL

#### ATTACHMENT D - DELEGATION OF AUTHORITY

MALCOLM PAGE

JIM MOODY District 2 FRANK RUSSELL District 3 PAM FEAGLE

THOMAS DEMPS



# TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk Post Office Box 620 Perry, Florida 32348 (850) 838-3506 Phone (850) 838-3549 Fax TED LAKEY, County Administrator 201 East Green Street Perry, Florida 32347 (850) 838-3500, extension 7 Phone (850) 838-3501 Fax CONRAD C. BISHOP, JR., County Attorney Post Office Box 187 Perry, Florida 32348 (850) 584-8113 Phone (850) 584-2433 Fax

March 16, 2017

#### **Phil Horning**

Florida Fish and Wildlife Conservation Commission Derelict Vessel Final Removal Opportunity Program 620 South Meridian St., Tallahassee, Florida 32399-1600.

Dear Mr. Horning:

As the Chairman of the Taylor County Board of County Commissioners, I inform you that Mr. Ted Lakey, County Administrator, has been authorized by the board to submit to the Florida Fish and Wildlife Conservation Commission evaluation the grant application of \$12,150, representing 75% of total cost for the project Louisa Vessel Removal, Steinhatche River coast in Taylor County.

The Taylor County Board of County Commissioners is applying for this grant and believes that the vessel removal will create a positive impact to the community of Steinhatchee removing a risk to navigation and infrastructure in the upcoming hurricane season.

In you need additional information, please contact Ted Lakey by phone at (850) 838-3500 Ext 6 or by email at ted.lakey@taylorcountygov.com.

Regards,

Pam Feagle BOCC Chairman

# ATTACHMENT E - DETAILED COST ESTIMATE

## MORGAN MARINE

SALVAGE & RECOVERY, LLC 288 Marsh Drive Freeport, FL 32439

# **PROPOSAL**

Date	S.O. No.				
3/16/2017	0001-2017				

Marine and Natural Resources Extension Ag	
Sea Grant UF/IFAS Extension - Taylor Coun	
203 Forest Park Dr.	
Perry, F1 32348-6340	

Ship To			
Destroy and Prope	er Disposal		

Project

\$16,200.00

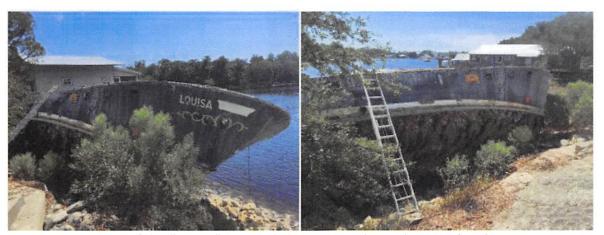
		Onip via	rioject		
		Morgan			
Item	Description	Ordered	U/M	Rate	Amount
DISPOSAL	Our scope of work proposed for this project will be for us to bring heavy equipment to demo this boat where it sits, load into multiple roll-off containers and haul to the landfill.  We will place sausage boom around perimeter in the water to retain any liquids or debris. After the vessel is loaded into disposal containers, any remaining debris from the vessel will be removed as well leaving origin site free of any vessel remains.  This quote includes all equipment fees, Manual labor, transport, and disposal fees  Our projected time for starting this job would be within 1 week of receiving awarded contract. Project would be completed within 3 to 5 days after starting work. Both start and/or completion could be effected by inclement weather.	Ordefed	UIM	16,200.00	16,200.00

Ship Via

Phone # 850-399-1878

E-mail Total morganmarinel@yahoo.com

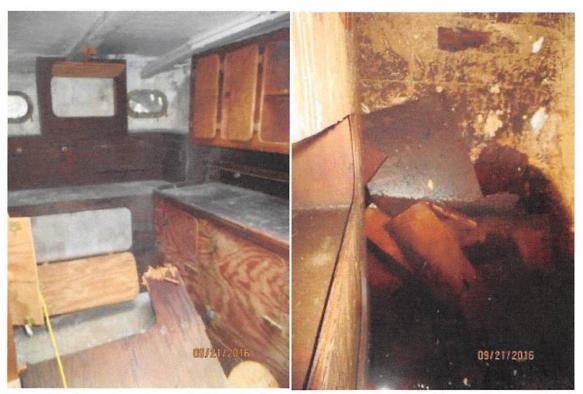
# ATTACHMENT F - VESSEL PHOTOS



Views of the "Louisa" aground along Riverside road at Steinhatchee.



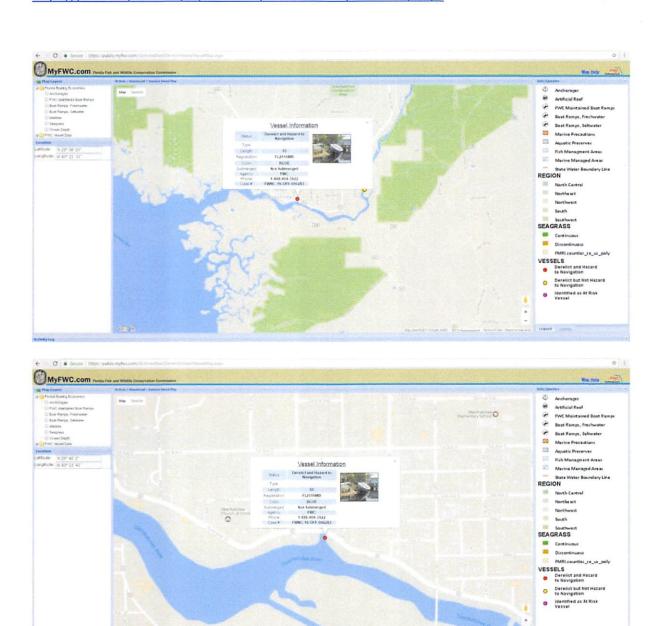
Stern view of 12 inch hole (left) and view of rocky shoreline, below port bow area with 10-inch hole created by protruding rock (right).



View of hull interior, aft area (left) and submerge debris and water without oil sheen (right).

#### ATTACHMENT F - FWC AT-RISK MAP OF "LOUISA" VESSEL

https://public.myfwc.com/LE/ArrestNet/DerelictVessel/VesselMap.aspx



#### ATTACHMENT G - FWC INSPECTION REPORT TO "LOUISA" VESSEL

Inspection of Derelict Vessel "Louisa" Ferro-Cement Sailboat Hull, Potential Artificial Reef Donation
for Taylor County

Aground on SE Riverside Drive part to the bridge at 7th St East, Steinhatches, Elevida

Aground on SE Riverside Drive next to the bridge at 7<sup>th</sup> St East, Steinhatchee, Florida Thursday, September 22, 2016

Keith Mille and Christine Carpenter

Division of Marine Fisheries Management, Artificial Reef Program
Florida Fish and Wildlife Conservation Commission (FWC)
620 South Meridian Street, Tallahassee, FL 32399-1600
http://www.MyFWC.com

#### Purpose

The purpose of the trip was to discuss the requirements for derelict vessel removal, review the process for artificial reef deployment, inspect the ferro-cement hull condition and determine if the "Louisa" could be a possible candidate to deploy as an artificial reef as a means to satisfy the derelict vessel removal requirements.

#### Attendees

Keith Mille, FWC Artificial Reef Program
Christine Carpenter, FWC Artificial Reef Program
Nicholas Korade, FWC Law Enforcement
Chuck Mincy, FWC Law Enforcement
Gary Albert, owner of the "Louisa"
Clay Olson, Taylor County Extension Director
Jody Courtney, volunteer, Taylor County Artificial Reef Team
Brett, volunteer, Taylor County Artificial Reef Team
Two interested citizens (adjacent homeowners on Riverside Drive)

#### Background

The 60 ft. long ferro-cement sailing vessel "Louisa" was built in 1972 and has been moored in the Steinhatchee River since approximately 2001. Around 2012, the vessel was purchase by the current owner, Capt. Gary Albert, and the boat engine was subsequently removed and used to re-power Capt. Gary Albert's commercial fishing vessel. Since then, Capt. Albert explored potential entrepreneurial plans to utilize the vessel (for example, as a live bait station during the busy recreational fishing season), but none of the plans panned out and the vessel remained at mooring in the Steinhatchee River. On Friday, September 2, 2016 Hurricane Hermine, a Class 1 hurricane made landfall just east of St Marks, Florida with peak sustained winds of 80 mph. During the storm event, the "Louisa" mooring anchoring system failed, dragging the vessel approximately 1,000 feet to the north shore of the Steinhatchee River, eventually landing aground laying on its side at an approximate 40 degree angle on the shoreline east of the small bridge on Riverside Drive just east of 7th St E.

#### Items Reviewed

 The U.S. Army Corp of Engineers (Corps) permit deployment conditions were reviewed (Permit No. SAJ-1995-05915(IP-SWA)). If approved, the proposed deployment location would be at an

- approximate depth of 52 feet within the Taylor County's Buckeye Reef permitted site located approximately 26 nm west of the Steinhatchee River entrance channel.
- 2. FWC Artificial Reef Program provided a table listing examples of eleven other similar ferrocement hull vessels that have been deployed statewide from 1978 to 2012.
- 3. FWC Artificial Reef Program presented the results of stability analysis calculations based on the reported dimensions and weight of the vessel "Louisa" (length 60 ft, beam 16 ft, height 10 ft, and weight 40 tons).
- 4. A thorough inspection of the vessel was conducted by the FWC Artificial Reef Program and Taylor County Reef Research Team. Photo documentation of the outside and inside conditions were taken.
- A discussion among all representatives about the feasibility of the vessel to be deployed as an artificial reef as a means to satisfy the FWC Derelict Vessel Program requirements was conducted.

#### Summary and Discussion

The Corps permit for the Buckeye Reef lists the authorized reef materials and does not currently include vessels. The permit also states that material deployed shall stand no more than 12 feet tall off the bottom, and shall not exceed the approved minimum navigational clearance depth of 32 feet at mean low water. The "Louisa" would not meet these qualifications based both on its classification as a vessel, and its beam length of 16 feet (planning for the scenario of the vessel landing on its side). Additional time would be needed for Taylor County to request and receive approval from the Corps for a permit modification to allow the "Louisa" to be deployed at the Buckeye Reef Site. There are no other active permitted areas in the vicinity, nor any other artificial reef permit areas that could potentially accommodate a vessel of this size.

The "Louisa" current condition is not in a state to be deployed as an artificial reef. There is existing plumping, wiring, cabinetry and additional wood, Plexiglas, rope, and flaking paint that would need to be removed from the inside. The vessel is currently at a 40 degree angle making it difficult to walk through the interior, creating an additional challenges and anticipated delays for demolition and removal of interior materials in its current orientation. The inspection confirmed the absence of the engine, and there was no evidence of any remaining residual oils or greases in the vessel interior, and no evidence of any oil sheen on the surface of the water accumulating in the bilge. It was not clear if the water accumulating at the bottom of the vessel was rainwater or river water. The outside condition of the hull included one 10-inch diameter hole at the port bow due to landing on the rocks during the storm, and one 12-inch diameter hole at the stern, both of which would need to be patched and approval received from the Coast Guard to allow the derelict vessel to be towed to the deployment site. The condition of the starboard side of the hull (the side resting on the rocks, out of view from inspection) is unknown.

Due to statutory time constraints of the vessel being cited as a derelict vessel violation by FWC Law Enforcement, confounded by its location on waters of the state and within the DOT road right-of-way, the "Louisa" is considered a high priority for removal. Anticipated removal in accordance with the derelict vessel violation citation requires removal within days. The timeframe to process removal as an artificial reef would be expected to take months (following permit modification, interior demo and preparation, hull repairs, coast guard dead ship tow approval, and selecting and hiring a properly insured marine contractor to tow and sink the vessel).

The consensus at the conclusion of the meeting was that the uncertainty of preparing the vessel, receiving approval from both the Corps and Coast Guard to allow the "Louisa" to be deployed, and the anticipated high cost for the owner to hire a contractor to tow the vessel to the Buckeye Reef cumulatively eliminated artificial reefing as a possible disposal option in the current situation. The most economical solution recommended to Capt. Gary Albert, the owner, was to cut the vessel in manageable sizes (accessible via crane and/or dozers from the adjacent road) to be hauled offsite for land-based disposal within the designated derelict vessel removal timeframe, then apply for a derelict vessel grant from the FWC derelict to try and recuperate some of the disposal cost.

Based on the current condition of the vessel, a variety of uncertainties, artificial reef permit limitations, and the time sensitivity for removal of this derelict vessel, the FWC Artificial Reef program does not recommend the "Louisa" as a good candidate to be deployed as an artificial reef at Taylor County's Buckeye Reef site as a recommended derelict vessel disposal option at this time.

	Ferro Cement Vessels Deployed off Florida 1978 - Present Prepared by Christine Carpenter FWC Artificial Reef Program 9/22/16									
Date	DeployID	County	Name	Description	Tons	Depth	Relief	Jurisdiction	Location Accuracy	Condition
00/00/1978	M00008	Monroe	Alva Chapman Reef	Two Concrete Boat Hulls & Dredge Pipe	0	220	0	Federal	Low	Unknown
10/9/1993	BO0066	Broward	Captain Dede's	50' Concrete Saliboat	0	74	0	State	High	Intact as of 1996
4/30/1997	CO0039	Collier	Santa Lucia	81 Ton Cement Boat, the "Santa Lucia"	81	24	0	State	High	Unknown
6/25/1998	BE0020	Brevard	Sufix I	43' Concrete Sailboat, the "Sufix I"	0	110	15	Federal	Medium	Unknown
7/5/1998	DU0095	Duva!	Bunnie's Web (BW)	52' X14' X12' Concrete Saifboat Discovered on 7/5/98 JRRT	a	49	12	Federal	Medium	Unknown
12/17/2000	B00100	Broward	Summerfield	32' X 12' and 40' X 12' Ferro Cement Sailboats, FBIP Funding	0	70	10	State	High	Unknown
10/20/2004	LE0077	Lee	Wildmans Reef	80° Concrete Sailboat	0	36	16	State	High	Deployed upright on bottom 2004
8/29/2007	BE0063	Brevard	Fsfa Reef Site #2	50' X 12' X 15' Ferro Cement Sailboat Huli	7	120	15	Federal	High	Unknown
6/9/2008	PC0037	Pasco	Pasco Reef #4-Hudson, Addition 1E	45' Derefict Concrete Sailboat- \$37,500 From FWC Derefict Vessel Prg.	20	27	10	Federal	High	Unknown
3/9/2011	BA0245	Вау	MB-125	47' X 14' X 10' Ferro-Cement Sailboat-Funded By MBARA	8.5	61	8	State	High	Damaged during deployment, inplace as of 9/2013
7/20/2011	P10418	Pinellas	Silver Nail	48' X 10 'X 11' Ferro Cement Sailboat	18.6	100	11	Federal	High	Deployed intact, on side

Deck Barge Stability Analysis

Date = 9/21/2016

Region = Big Bend (Franklin through Pasco Counties)

Design Storm = 20 year

The orientation is head on

Depth = 50 feet

Weight = 40 short tons

Length = 60 feet

Beam = 16 feet

Height = 10 feet

The result is Unstable.

**Deck Barge Stability Analysis** 

Date = 9/22/2016 Region = Big Bend (Franklin through Pasco Counties)

Design Storm = 20 year

The orientation is head on.

Depth = 162 feet

Weight = 40 short tons

Length = 60 feet

Beam = 16 feet

Height = 10 feet

The result is Unstable.

# Deck Barge Stability Analysis

Date = 9/22/2016

Region = Big Bend (Franklin through Pasco Counties)

Design Storm = 20 year

The orientation is head on.

Depth = 163 feet

Weight = 40 short tons

Length = 60 feet

Beam = 16 feet

Height = 10 feet

The result is Stable.

# **Deck Barge Stability Analysis**

Date = 9/21/2016

Region = Big Bend (Franklin through Pasco Counties)

Design Storm = 20 year

The orientation is head on.

Depth = 50 feet

Neight = 40 short tons

\_ength = 60 feet

3eam = 16 feet

-leight = 10 feet

The result is Unstable.

# **Deck Barge Stability Analysis**

Date = 9/22/2016

Region = Big Bend (Franklin through Pasco Counties)

Design Storm = 20 year

The orientation is head on.

Depth = 50 feet

Weight = 157 short tons

Length = 60 feet

Beam = 16 feet

Height = 10 feet

The result is Unstable.

# **Deck Barge Stability Analysis**

Date = 9/22/2016

Region = Big Bend (Franklin through Pasco Counties)

Design Storm = 20 year

The orientation is head on.

Depth = 50 feet

Weight = 158 short tons

Length = 60 feet

Beam = 16 feet

Height = 10 feet

The result is Stable



# TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO DISCUSS SCHEDULING OF FUTURE WORKSHOP AND WORKSHOP LOCATIONS.

MEETING DATE REQUESTED:

March 21, 2017

Statement of Issue:

IN AN EARLIER MEETING THE BOARD VOTED TO

ROTATE THE MONTHLY WORKSHOP MEETING IN PERRY.

STEINHATCHEE AND SHADY GROVE, HOLDING A

WORKSHOP MEETING ONCE A MONTH ON THE FOURTH

TUESDAY.

Recommended Action: REVIEW

Fiscal Impact:

NONE

Budgeted Expense:

NONE

Submitted By:

COUNTY ADMINISTRATOR

Contact:

## SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

REQUEST TO MOVE WORKSHOPS CURRENTLY History, Facts & Issues: SCHEDULED FOR THE 4TH TUESDAY OF EVERY MONTH TO THE THURSDAY AFTER THE BOARD'S 3RD TUESDAY MEETINGS. THIS WILL ALLOW STAFF ADDITIONAL TIME TO PREPARE AGENDAS FOR THE BOARD'S FIRST MONDAY MEETINGS.

Options:

Attachments: