SUGGESTED AGENDA

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS PERRY, FLORIDA

201 E. GREEN STREET TAYLOR COUNTY COURTHOUSE ANNEX OLD POST OFFICE COMPLEX

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.

- 1. Prayer
- 2. Pledge of Allegiance
- 3. Approval of agenda

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

CONSENT ITEMS:

ITEMS ON THE CONSENT AGENDA ARE ROUTINE OR TECHNICAL IN NATURE, HAVE BEEN PREVIOUSLY DISCUSSED BY THE BOARD, RESOLUTIONS OF A ROUTINE NATURE, AUTHORIZATION TO ADVERTISE ORDINANCES, PUBLIC HEARINGS, AND BID SPECIFICATIONS, ITEMS THAT HAVE A UNANIMOUS RECOMMENDATION OF THE PLANNING BOARD AND STAFF FOR APPROVAL, AND OTHER ITEMS AS AUTHORIZED BY THE BOARD (TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS RULES OF PROCEDURE, SECTION II, 14:(2)(c))

- 4. THE BOARD TO REVIEW AND CONSIDER APPROVAL OF REQUEST FOR PROPOSAL (RFP) DOCUMENTS/ADVERTISING FOR TAYLOR COUNTY CLOSED LANDFILL COMPLIANCE MONITORING SERVICES, FROM OCTOBER 1, 2012 THROUGH SEPTEMBER 30, 2016, AS AGENDAED BY KENNETH DUDLEY, COUNTY ENGINEER.
- 5. THE BOARD TO REVIEW AND CONSIDER APPROVAL OF DISPOSITIONS OF FIXED ASSETS, AS AGENDAED BY TYSON HILL, IT DIRECTOR.

6. THE BOARD TO CONSIDER PAYMENT OF INVOICE IN THE AMOUNT OF \$25,000, FOR EMERGENCY MEDICAL SERVICES (EMS) FOR THE MONTH OF AUGUST, 2012, AS REQUESTED BY DOCTORS' MEMORIAL HOSPITAL (DMH).

HOSPITAL ITEMS:

7. THE BOARD TO DISCUSS A REQUEST FROM DMH FOR A LETTER OF SUPPORT FOR A GRANT APPLICATION TO THE USDA RURAL DEVELOPMENT COMMUNITY FACILITIES PROGRAM, TO BE USED FOR ROOF REPLACEMENT AT THE DMH MEDICAL PLAZA, AND UPGRADES/ REPAIRS TO THE HEATING AND COOLING SYSTEMS AT DMH AND THE DMH MEDICAL PLAZA.

PUBLIC REQUESTS:

- 8. BOB ROOT TO APPEAR TO DISCUSS COUNTY MEMBERSHIP IN VARIOUS PROFESSIONAL ORGANIZATIONS.
- 9. SCOTT FREDERICK, TAYLOR COUNTY DEVELOPMENT AUTHORITY (TCDA), TO APPEAR TO PROVIDE AN UPDATE ON TCDA ACTIVITIES FOR THE MONTHS OF JUNE AND JULY, 2012.
- 10. THE BOARD TO CONSIDER APPROVAL OF EASEMENT REQUEST FROM BIG BEND WATER AUTHORITY FOR PARCEL 100001-000, PENDING RECEIPT OF EXECUTED QUIT CLAIM DEED.
- 11. THE BOARD TO CONSIDER APPROVAL OF A REQUEST FROM BIG BEND WATER AUTHORITY TO AMEND THE NUMBER OF DAYS REQUIRED FOR NOTICE.

COUNTY STAFF ITEMS:

- 12. THE BOARD TO DISCUSS RFPS RECEIVED FOR PROGRAM ADMINISTRATIVE SERVICES FOR THE FFY 2012-2013 COMMUNITY DEVELOPMENT BLOCK GRANT(S) AND RELATED PROGRAMS, AS AGENDAED BY MELODY COX, GRANTS COORDINATOR.
- 13. THE BOARD TO REVIEW AND CONSIDER APPROVAL OF SHADE HANGAR SPACE LEASE AGREEMENT AT PERRY-FOLEY AIRPORT, FOR PAUL CALAFIORE, AS AGENDA BY THE GRANTS COORDINATOR.

- 14. THE BOARD TO REVIEW AND CONSIDER APPROVAL OF PAY AUTHORIZATION #3 FOR THE SHIP REHABILITATION PROJECT ON THE HOME OF CHARLES DAVIS, AS AGENDAED BY THE GRANTS COORDINATOR.
- 15. THE BOARD TO REVIEW AND CONSIDER APPROVAL OF INVITATION TO BID DOCUMENTS/ADVERTISING FOR THE SHIP REHABILITATION PROJECTS FOR MARY ONDASH AND VERA EDWARDS, AS AGENDAED BY THE GRANTS COORDINATOR.
- 16. THE BOARD TO CONSIDER APPROVAL OF REQUEST TO HOLD/ADVERTISE THIRD PUBLIC HEARING FOR SEPTEMBER 17, 2012 AT 6:15 PM, TO DISCUSS AND RECEIVE PUBLIC INPUT FOR THE TAYLOR COUNTY GRANT SUBMISSION FOR THE UPCOMING FUNDING CYCLE OF THE 2012 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) HOUSING REHABILITATION PROGRAM, AS AGENDAED BY THE GRANTS COORDINATOR.
- 17. THE BOARD TO REVIEW AND CONSIDER APPROVAL OF A GRANT AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION (FAA) FOR PROJECT 3-12-0064-012-2012, PHASE 2 OF THE REHABILITATION OF RUNWAY 18/36 AT PERRY-FOLEY AIRPORT, AS AGENDAED BY THE GRANTS COORDINATOR.

GENERAL BUSINESS:

18. THE BOARD TO REVIEW APPLICATIONS AND CONSIDER APPOINTMENT OF ONE (1) MEMBER TO THE TAYLOR COUNTY RECREATION ADVISORY BOARD, TO FILL THE REMAINDER OF THE TERM WHICH EXPIRES MARCH 4, 2013, AND TO FILL THE THREE (3) YEAR TERM FROM MARCH 5, 2013 TO MARCH 4, 2016 (POSITION ADVERTISED).

COUNTY ADMINISTRATOR ITEMS:

- 19. THE COUNTY ADMINISTRATOR TO DISCUSS CAPITAL IMPROVEMENTS.
- 20. THE COUNTY ADMINISTRATOR TO DISCUSS INFORMATIONAL ITEMS.

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

BOARD INFORMATIONAL ITEMS:

Examination and approval of invoices

Motion to adjourn

FOR YOUR INFORMATION:

THE AGENDA AND ASSOCIATED DOCUMENTATION, $\underline{\text{IF APPLICABLE}}$, IS AVAILABLE TO THE PUBLIC ON THE FOLLOWING WEBSITE:

www.taylorcountygov.com

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.

ANY PERSON WISHING TO ADDRESS THE BOARD REGARDING AN AGENDAED ITEM WILL BE GIVEN FIVE (5) MINUTES FOR COMMENT. THOSE REQUIRING ADDITIONAL TIME FOR COMMENT ON AGENDAED ITEMS MAY REQUEST AN ADDITIONAL 5 MINUTES BEFORE THE BOARD APPROVES THE AGENDA.

ANY PERSON WISHING TO ADDRESS THE BOARD REGARDING A NON-AGENDAED ITEM WILL BE GIVEN THREE (3) MINUTES FOR COMMENT.

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 DUSTIN HINKEL, 201 E. GREEN STREET, PERRY, FLORIDA, 850-838-3500, EXT. 7, WITHIN TWO (2) WORKING DAYS OF THIS PROCEEDING.

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



BOARD TO APPROVE THE PROPOSED REQUEST FOR PROPOSALS FOR TAYLOR COUNTY CLOSED LANDFILL COMPLIANCE MONITORING SERVICES FROM OCTOBER 1, 2012 THROUGH SEPTEMBER 30, 2016.

MEETING DATE REQUESTED:

September 4, 2012

Statement of Issue:

The FDEP issued Permit Number 0013295-003-SF requires continuous groundwater and gas monitoring at the Taylor County Closed Landfill for a twenty (20)-year long-term care period that began on April 11, 1996.

Recommended Action:

The Board should approve the proposed Request for Proposals for Taylor County Closed Landfill Compliance Monitoring Services from October 1, 2012 through September 30, 2016.

Fiscal Impact:

FISCAL YR 2012/16 - Approx \$25,000 Annually

Budgeted Expense:

YES

Submitted By:

ENGINEERING DIVISION

Contact:

COUNTY ENGINEER

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

The FDEP issued Permit Number 0013295-003-SF requires continuous groundwater and gas monitoring at the Taylor County Closed Landfill for a twenty (20)-year long-term care period that began on April 11, 1996. The Board approved prior Professional Services Contract(s) and agreements with Jones, Edmunds & Associates (JEA) to provide services associated with Taylor County's Landfill monitoring responsibility since 1996. These services were acquired through multiple solicitations, Work Orders and renewals. The Board, however, has requested that such services be solicited again due to the time elapsed since the last solicitation.

The Request for Proposals (RFP) work scope covers the time period from October 1, 2012, through September 30, 2016 to coincide with Taylor County's responsibilities through the current closure period unless extended by FDEP. Further, Staff has structured the current RFP to account for FDEP's recent acceptance of JEA's request to lessen the facility's monitoring requirements. The projected fiscal impact recognizes the reduced monitoring efforts expectation to save nearly \$20,000 annually from the prior year(s) monitoring expenses of approximately \$45,000 with contingency.

Options:	
1)	Aprove the proposed Request for Proposals for Taylor County Closed Landfill Compliance Monitoring Services from October 1, 2012 through September 30, 2016.
2)	Reject the proposed RFP and state such reasons for denial.
Attachm	ents:
Proposed	Request for Proposals

Taylor County Landfill Closure Taylor County, Florida

Request for Landfill Compliance Monitoring Services for the period of October 1, 2012 through September 30, 2016

September 2012

Taylor County
Board of County Commissioners
201 East Green Street
Perry, Florida 32347

MARK WIGGINS District 2 LONNIE HOUCK District 3 PAM FEAGLE District 4 PATRICIA PATTERSON



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 JACK R. BROWN, 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 167 Perry, Florida 32348 (850) 584-6113 Phone (850) 584-2433 Fax

NOTICE OF REQUEST FOR PROPOSALS

The Taylor County Board of County Commissioners is soliciting sealed proposals for *Taylor County Closed Landfill Compliance Monitoring Services*.

Qualified firms or individuals desiring to provide the required products or services must submit five (5) packages in a sealed envelope or similar package marked "Sealed Proposal for Taylor County Closed Landfill Compliance Monitoring Services" to the Clerk of Court, 1st Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347 or P.O. Box 620, Perry, Florida 32348, to arrive no later than 4:00 P.M., local time, on October 1, 2012. 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:xx P.M. local time, or as soon thereafter as practical, on October 1, 2012, in the Taylor County Administrative Complex, 201 East Green Street, Perry, Florida 32347.

RFP information <u>MUST</u> be obtained from the Clerk of Court, 1st. Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347, (850) 838-3506. RFP information may be reviewed on-line at http://www.taylorcountygov.com/bids.html.

The County reserves the right, in its sole and absolute discretion, to reject any or all Proposals, to cancel or withdraw this solicitation at any time and waive any irregularities in the RFP 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. The County, in its sole and absolute discretion, also reserves the right to assign a local business preference in an amount of five (5) percent of the proposal price pursuant to Taylor County ordinance No. 2003-12. No faxed Proposals will be accepted.

Additional information may be obtained from:

Taylor County Engineering Division 201 East Green Street Perry, FL 32347 (850) 838-3500, Ext. 4

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

INSTRUCTIONS TO BIDDERS

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ARTICLE 1 - DEFINED TERMS

- 1.01 Terms used in these Instructions to Bidders have the meanings indicated in the General Conditions and Supplementary Conditions. Additional terms used in these Instructions to Bidders have the meanings indicated below:
 - A. Issuing Office--The office from which the Bidding Documents are to be issued and where the bidding procedures are to be administered. The issuing office for this project will be the Taylor County Clerk of Courts located at 1st Floor Courthouse, 108 N. Jefferson St., Suite 102, Perry, FL. Bidding procedures will be administered at the Taylor County Administrative Complex located at 201 East Green St., Perry, FL.
 - B. *Bidder*—One who submits a Proposal directly to Owner as distinct from a sub-bidder, who submits a proposal to Bidder.
 - C. Successful Bidder--The lowest, responsible and responsive Bidder to whom Owner (on the basis of Owner's evaluation as hereinafter provided) makes an award.

ARTICLE 2 - COPIES OF BIDDING DOCUMENTS

- 2.01 Complete sets of the Bidding Documents in the number and for the deposit sum, if any, stated in the Advertisement or Invitation to Bid may be obtained from the Issuing Office.
- 2.02 Complete sets of Bidding Documents shall be used in preparing Bids; neither Owner nor Engineer assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- 2.03 Owner and Engineer, in making copies of Bidding Documents available on the above terms, do so only for the purpose of obtaining Bids for the Work and do not confer a license or grant for any other use.

ARTICLE 3 - QUALIFICATIONS OF BIDDERS

- 3.01 To demonstrate Bidder's qualifications to perform the Work, within five days of Owner's request, Bidder shall submit written evidence such as financial data, previous experience, present commitments, and such other data as may be called for below.
 - [A. Valid Business/Contractor Licensing/Registration Information]
 - [B. Bidder shall be licensed to work in Taylor County on all areas of work outlined in this proposal.]

ARTICLE 4 - EXAMINATION OF BIDDING DOCUMENTS, OTHER RELATED DATA, AND SITE

- 4.01 It is the responsibility of each Bidder before submitting a Proposal to:
 - A. examine and carefully study the Bidding Documents, the other related data identified in the Bidding Documents, and any Addenda;
 - B. visit the Site and become familiar with and satisfy Bidder as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work;
 - C. become familiar with and satisfy Bidder as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work;
 - D. agree at the time of submitting its Proposal that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its 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;
 - E. become aware of the general nature of the work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents;
 - F. correlate 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;
 - G. promptly give Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovers in the Bidding Documents and confirm that the written resolution thereof by Engineer is acceptable to Bidder; and
 - H. determine that the Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work.

ARTICLE 5 - INTERPRETATIONS AND ADDENDA

5.01 All questions about the meaning or intent of the Bidding Documents are to be submitted to the Project Manager or Engineer in writing. Interpretations or clarifications considered necessary by Engineer in response to such questions will be issued by Addenda mailed or delivered to all parties recorded by Engineer as having received the Bidding Documents. Questions received less than ten (10) days prior to the

date for opening of Bids may not be answered. Only questions answered by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

5.02 Addenda may be issued to clarify, correct, or change the Bidding Documents as deemed advisable by Owner or Engineer.

ARTICLE 6 - SUBCONTRACTORS, SUPPLIERS, AND OTHERS

- 6.01 Contractor shall not be required to employ any Subcontractor, Supplier, individual, or entity against whom Contractor has reasonable objection.
- 6.02 Contractor shall not award work to Subcontractor(s) in excess of 50% of the total project cost.
- 6.03 Any proposed Subcontractors shall provide proof of current licensure in the related trade category for the work they will be performing. Further, all proposed Subcontractors shall be required to meet the same insurance requirements as that required for the Bidder either through an employee relationship or separate coverage. Failure to provide proof of current licensure and/or insurance will be considered a violation of contract terms and conditions and result in termination of award.

ARTICLE 7 - PREPARATION OF PROPOSAL

- 7.01 The Proposal Form is included with the Bidding Documents. Additional copies may be obtained from Engineer or the Issuing Office.
- 7.02 All blanks on the Porposal Form shall be completed by printing in ink or by typewriter and the Proposal signed in ink. Erasures or alterations shall be initialed in ink by the person signing the Proposal Form. A Bid price shall be indicated for each [section, Bid item, alternative, adjustment unit price item, and unit price item] listed therein, or the words "No Bid," "No Change," or "Not Applicable" entered.
- 7.03 A Proposal by a corporation shall be executed in the corporate name by the president or a vice-president or other corporate officer accompanied by evidence of authority to sign. The corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.
- 7.04 A Proposal by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership shall be shown below the signature.
- 7.05 A Proposal by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm shall be shown below the signature.
- 7.06 A Proposal by an individual shall show the Bidder's name and official address.
- 7.07 A Proposal by a joint venture shall be executed by each joint venturer in the manner indicated on the Proposal Form. The official address of the joint venture shall be shown below the signature.
- 7.08 All names shall be typed or printed in ink below the signatures.

- 7.09 The Proposal shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be filled in on the Proposal Form.
- 7.10 The address and telephone number for communications regarding the Proposal shall be shown.
- 7.11 The Proposal shall contain evidence of Bidder's authority and qualification to do business in the state where the Project is located or covenant to obtain such qualification prior to award of the Contract. Bidder's state contractor license number, if any, shall also be shown on the Proposal Form.

ARTICLE 8 - BASIS OF PROPOSAL; COMPARISON OF PROPOSALS

8.01 Unit Price

- A. Bidders shall submit a Proposal on a unit price basis for each item of Work listed in the Proposal Form.
- B. The total of all estimated prices will be the sum of the products of the estimated quantity of each item and the corresponding unit price.
- C. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words.
- The Proposal price shall include all amounts as the Bidder deems proper.

ARTICLE 9 - SUBMITTAL OF PROPOSAL

- 9.01 With each copy of the Bidding Documents, a Bidder is furnished one separate unbound copy of the Proposal Form, and, if required, the Bid Bond Form. The unbound copy of the Proposal Form is to be completed and submitted with the Bid security (if required) and the following data:
 - [A. Questionnaire]
 - [B. Certificates of Liability Insurance or Agency Statement]
 - [C. <u>Declaration Page from Workers' Compensation Insurance or Exemption Certificate issued by the State</u>]
 - [D. Workers' Compensation Hold Harmless Agreement (Required when submitting a W.C. exemption)]
 - [E. Public Entity Crimes Affidavit, signed and notarized, as required by Chapter 287.133(3)(a)]
 - [F. Non-Collusion Affidavit
- 9.02 A Proposal shall be submitted no later than the date and time prescribed and at the place indicated in the Advertisement or Request for Proposal and shall be enclosed in an opaque sealed envelope plainly marked with the Project title (and, if applicable, the designated portion of the Project for which the

Proposal is submitted), the name and address of Bidder, and shall be accompanied by the Bid security (when required) and other required documents. If a Proposal is sent by mail or other delivery system, the sealed envelope containing the Bid shall be enclosed in a separate envelope plainly marked on the outside with the notation "Sealed Proposal for Taylor County Closed Landfill Compliance Monitoring Services." A mailed Proposal shall be addressed to Clerk of Court, 1st Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347. Proposals submitted by Overnight delivery shall be delivered to the physical address of the Clerk of Court: Clerk of Court, 1st Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347.

9.03 The Taylor County Board of County Commissioners **DOES NOT_ACCEPT FAXED PROPOSALS**.

- 9.04 Proposals that are not delivered to the place indicated in the Advertisement or Invitation to Bid prior to the date and time prescribed shall not be considered and will be returned to the responder unopened.
- 9.05 Incomplete Proposal that do not provide the required information and/or the required number of copies, may be deemed incomplete by the Board of County Commissioners and not considered during the Proposal Evaluation.

ARTICLE 10 - OPENING, MODIFICATION AND WITHDRAWAL OF PROPOSAL

- 10.01 Bids will be opened at the time and place indicated in the Advertisement or Invitation to Bid and, unless obviously non-responsive, read aloud publicly. An abstract of the amounts of the base Bids and major alternates, if any, will be made available to Bidders after the opening of Bids.
- 10.02 A Bid may be modified or withdrawn by an appropriate document duly executed in the manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids.
- 10.03 Once opened, no Bid may be withdrawn prior to the Board of County Commissioners action without written consent of the Clerk of Court.

ARTICLE 11 – EVALUATION OF PROPOSALS AND AWARD OF CONTRACT

- 11.01 Owner reserves the right, in its sole and absolute discretion, to reject any or all Proposals, to cancel or withdraw this RFP solicitation at any time and waive any irregularities in the RFP process. Owner reserves the right to award any contract to the respondent which it deems to offer the best overall service; therefore, Owner is not bound to award any contract based on the lowest quoted price. Owner, 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.
- 11.02 Owner, 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 proposal price pursuant to Taylor County Ordinance No. 2003-12.
- 11.03 More than one Proposal for the same Work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Proposal for the Work may be cause for disqualification of that Bidder and the rejection of all Proposals in which that Bidder has an interest.

- 11.04 In evaluating Bidders, Owner will consider whether or not the Proposals comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Proposal Form or prior to the Notice of Award.
- 11.05 In evaluating Bidders, Owner will consider the qualifications of Bidders and may consider the qualifications and experience of Subcontractors, Suppliers, and other individuals or entities proposed for those portions of the Work for which the identity of Subcontractors, Suppliers, and other individuals or entities must be submitted as provided in the Supplementary Conditions.
- 11.06 Owner may conduct such investigations as Owner deems necessary to establish the responsibility, qualifications, and financial ability of Bidders, proposed Subcontractors, Suppliers, individuals, or entities to perform the Work in accordance with the Contract Documents.
- 11.07 If the Contract is to be awarded, Owner will award the Contract to the Bidder whose Proposal is in the best interests of the Project.

ARTICLE 12 - CONTRACT INSURANCE

12.01 All Proposals submitted require General Liability and Workmen's Compensation Insurance, and must include a Certificate of Insurance showing the coverage(s) required, listing Taylor County as an additional insured, or a sworn statement from an insurance agent, verifying that if the prospective respondent is awarded the bid, a Certificate of Insurance will be issued to the successful respondent within thirty (30) days of the acceptance of the proposal, 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. Any 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 respondent who meets all proposal specifications. 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 responder who does not furnish the required insurance documents will not be considered.

TECHNICAL SPECIFICATIONS

Taylor County Landfill Closure Landfill Compliance Monitoring Services

1.0 Overview

The project work scope is for landfill compliance monitoring services for the Taylor County Landfill Closure (landfill). The landfill is located in Taylor County, Florida approximately 1.25 miles south of Hampton Springs Road (CR 356), 5 miles southwest of US 98, approximately 10 miles southwest of Perry, Florida.

Landfill compliance monitoring services for this project are based on the permit requirements of Florida Department of Environmental Protection (DEP) Permit No. 0013295-003-SF (Date of Issue: June 18, 2003). However, at this time the permit is being modified and therefore the monitoring requirements are listed in this request for proposal. The firm performing this work is responsible for complying with DEP Rules and DEP Standard Operating Procedures (SOPs) as applicable to this project and to landfill compliance monitoring.

The work scope for this project covers the time period from October 1, 2012, through September 30, 2016.

Specific work scope requirements are detailed in the following sections.

1.1 Landfill Gas Monitoring and Reporting Requirements

Landfill gas monitoring is not required by this request for proposal.

1.2 Landfill Groundwater Monitoring and Reporting Requirements

Field Sampling Requirements:

Field collection of groundwater samples shall be performed as shown below. Landfill groundwater monitoring shall be conducted in strict conformance with DEP Standard Operating Procedures for Field Activities (DEP-SOP-001/01) (Effective December 3, 2008).

The following groundwater monitoring wells shall be monitored:

Well	Well Type	Frequency
	Permit Wells	
MW 1A	Water Level Only	Semiannual
MW-4A	Water Level Only	Semiannual
MW-5A (MW-5)	Water Level Only	Semiannual
MW-5A-R	Water Level Only	Semiannual
MW-7A	Water Level Only	Semiannual
MW-9A	Water Level Only	Semiannual
MW-9B	Water Level Only	Semiannual
MW-11A	Water Level Only	Semiannual
MW-12A	Water Level Only	Semiannual
MW-16B	Water Level Only	Semiannual
MW-17A	Water Level Only	Semiannual
MW-5B	Compliance – To Be Sampled	Semiannual
MW-10B	Compliance – To Be Sampled	Semiannual
MW-14B	Compliance – To Be Sampled	Semiannual
MW-15B	Compliance – To Be Sampled	Semiannual
MW-17B	Compliance – To Be Sampled	Semiannual
MW-8A	Compliance – To Be Sampled	Annual
MW-8B	Compliance – To Be Sampled	Annual
MW-10A	Compliance – To Be Sampled	Annual
MW-10C	Compliance – To Be Sampled	Annual
MW-11B	Compliance – To Be Sampled	Annual
MW-13A	Background – To Be Sampled	Annual
MW-14A	Compliance – To Be Sampled	Annual
MW-15A	Compliance – To Be Sampled	Annual
MW-16A	Compliance – To Be Sampled	Annual
MW-19A	Compliance – To Be Sampled	Annual
MW-6A	Abandoned	None
	Assessment Wells - Not in Permit	
MW-13B	Water Level Only	Semiannual
MW-18A	Water Level Only	Semiannual
MW-21B	Water Level Only	Semiannual
MW-18B	Assessment – To Be Sampled	Semiannual
MW-20B	Assessment – To Be Sampled	Semiannual
MW-22B	Assessment – To Be Sampled	Semiannual
MW-23B	Assessment – To Be Sampled	Semiannual
MW-24B	Assessment – To Be Sampled	Semiannual

Note: The Assessment Wells are not found in the permit, but are part of on-going corrective actions at the landfill. In addition to the water level requirements shown above, some of these wells have specific sampling requirements as detailed later in this request for proposal.

All groundwater monitoring wells shall be measured for depth-to-water in a continuous-round before commencing sampling activities. This information will be used to construct groundwater contour maps.

Samples must be shipped in a timely manner, arrive at the laboratory at proper temperature, and holding-times must not be exceeded. The firm performing this project will be responsible for recollection of samples at their expense that are received at the laboratory outside temperature or holding-time criteria.

Reporting Requirements:

Reports of field-collected groundwater monitoring data and results of laboratory analyses shall be submitted to the County Engineer and DEP no later than the DEP permitted deadline.

Additionally, if at any time groundwater monitoring results are found to be out of compliance with Florida groundwater standards (DEP Rule 62-777, Table 1), the County Engineer shall be notified immediately and DEP shall be notified within 72 hours. Resampling, if performed, shall occur within 14 days of receipt of laboratory analysis.

The County Engineer shall be notified of the expected filing date and shall be given the option to review all reports before submittal to DEP.

Groundwater monitoring reports shall be produced in conformance with DEP Rule 62-701 and DEP permit conditions. At a minimum the reports shall include the following:

- 1) Brief summary of event
- 2) Groundwater contour maps (two zones)
- 3) Comparison of results to groundwater standards
- 4) Listing of all results above laboratory detection limits
- 5) DEP Parameter Monitoring Report Forms
- 6) DEP Groundwater Monitoring Report Form
- 7) Copy of original laboratory data reports
- 8) Copy of chain-of-custody forms
- 9) Field data forms
- 10) ADaPT Electronic Data Deliverables to DEP
- 11) Other applicable requirements of DEP Rule 62-701.510(9)(a).

The groundwater monitoring reports shall be signed-and-sealed by a qualified Groundwater Professional (Professional Geologist or Professional Engineer).

Additionally, as part of the reporting work scope, the firm performing this work is expected to be able to communicate with DEP and respond to questions concerning the reports. Schedule: Landfill groundwater monitoring and reporting shall occur on an annual/semiannual basis. Listed below are the current permitted deadlines. The County shall retain the right to modify these deadlines if deemed necessary.

Event 1: - Annual and Semiannual Sampling Event

Second Semiannual 2012 - Field Sampling Deadline - October 30, 2012 Second Semiannual 2012 - Reporting Deadline - November 30, 2012

Event 2: - Semiannual Event

First Semiannual 2013 – Field Sampling Deadline – April 30, 2013 First Semiannual 2013 – Reporting Deadline – May 30, 2013

Event 3: - Annual and Semiannual Sampling Event

Second Semiannual 2013 - Field Sampling Deadline - October 30, 2013 Second Semiannual 2013 - Reporting Deadline - November 30, 2013

Event 4: - Semiannual Event

First Semiannual 2014 – Field Sampling Deadline – April 30, 2014 First Semiannual 2014 – Reporting Deadline – May 30, 2014

Event 5: - Annual and Semiannual Sampling Event

Second Semiannual 2014 - Field Sampling Deadline - October 30, 2014 Second Semiannual 2014 - Reporting Deadline - November 30, 2014

Event 6: - Semiannual Event

First Semiannual 2015 – Field Sampling Deadline – April 30, 2015 First Semiannual 2015 – Reporting Deadline – May 30, 2015

Event 7: - Annual and Semiannual Sampling Event

Second Semiannual 2015 - Field Sampling Deadline - October 30, 2015 Second Semiannual 2015 - Reporting Deadline - November 30, 2015

Event 8: - Semiannual Event

First Semiannual 2016 – Field Sampling Deadline – April 30, 2016 First Semiannual 2016 – Reporting Deadline – May 30, 2016

1.3 Biennial Technical Reporting Requirements

Landfill biennial technical reporting is not required by this request for proposal.

1.4 Laboratory Analytical Requirements

Laboratory analyses of groundwater samples shall be performed for each groundwater monitoring event. Laboratory analyses shall be conducted in strict conformance with DEP Standard Operating Procedures for Laboratory Operations. The laboratory must be certified under NELAP by the Florida Department of Health.

Specifically, the following groundwater monitoring parameters shall be analyzed as required for each annual or semiannual groundwater monitoring event:

Well	Designation	Frequency	Field Parameters	Ammonia	Ammonium	Chloride	Nitrate	TDS	Arsenic	Cadmium	Chromium	Iron	Lead	Sodium	EPA 601	EPA 602
									_							
	Permit Wells											_				
MW-5B	Compliance	Semiannual	X	X	X	X		X	X			X		X		
MW-10B	Compliance	Semiannual	X	X	X	X		X	X			X		X		
MW-14B	Compliance	Semiannual	X	X	X	X		X	X			X		X		
MW-15B	Compliance	Semiannual	X	X	X	X		X	X			X		X		
MW-17B	Compliance	Semiannual	X	X	X	X		X	X			X		X	X	X
MW-8A	Compliance	Annual	X			X	X	X				X		X		
MW-8B	Compliance	Annual	X	X	X	X		X				X		X		
MW-10A	Compliance	Annual	X			X		X				X		X	X	
MW-10C	Compliance	Annual	X	X	X	X		X	X			X		X	X	
MW-11B	Compliance	Annual	X			X		X	X			X		X		
MW-13A	Background	Annual	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MW-14A	Compliance	Annual	X			X		X		X		X		X		
MW-15A	Compliance	Annual	X			Х		[X]			X	X		X	X	
MW-16A	Compliance	Annual				X		X				X		X	X	
MW-19A	Compliance	Annual	X			X		X	X			X		X		
	Assessment Wel	ls				•										
MW-18B	Assessment	Semiannual	X	X					X							
MW-20B	Assessment	Semiannual	X	X					X							
MW-22B	Assessment	Semiannual	X	X					X							
MW-23B	Assessment	Semiannual	Х	X					X							
MW-24B	Assessment	Semiannual	X	Х					X							

Field Parameters consist of the following:

Static water level in wells (prior to purging) Specific Conductivity pH Dissolved Oxygen Turbidity
Temperature
Colors and Sheens (by observation)
Oxidation-Reduction Potential

All groundwater laboratory analyses must have detection limits at or below applicable Florida groundwater standards. Laboratory results with detection limits above groundwater standards may not be accepted, unless dilution of the sample due to high contaminant concentrations is required.

Quality Assurance samples shall consist of appropriate number of equipment blanks and trip blanks for this project. Duplicate samples are not required.

<u>General Requirements:</u>

The following requirements pertaining to field sampling and laboratory analyses shall be applicable to this project.

- 1. The laboratory will maintain current NELAP certifications, as required, throughout the life of this project. Documentation of current certification must be submitted with the response to this solicitation.
- 2. All sample containers shall be new, unused containers. Pre-used or cleaned containers are not acceptable. All glass containers shall have protective material around them to avoid breakage. Sample containers shall not leak preservative during shipment. Coolers shall be of substantial quality to endure handling and shipping without breaking or leaking.
- 3. Any analytical work that is subcontracted to another laboratory must be performed under NELAP certification. Firm will notify County Engineer of any proposed secondary laboratory and shall submit proof of certification in the event any analyses are subcontracted by the primary laboratory.
- 4. All analyses performed on groundwater samples shall have detection (reporting) limits at or below Florida groundwater standards. It is the responsibility of the firm to ensure that these criteria are met. Analyses not meeting these standards may be rejected.
- 5. Internal laboratory QA/QC data shall be a part of the laboratory reports, and shall be included with the reports. Any deviation from acceptable QA/QC protocol (i.e., poor percent recovery for duplicates, samples run out of holding time, contaminated equipment or trip blanks, missing samples, typographical errors, etc.) shall be addressed promptly to avoid any delays in reporting. Laboratory quality control data anomalies shall be easily identifiable in the laboratory reports. Laboratory shall supply a cover letter as a case narrative with each laboratory report identifying any QA/QC anomalies, prepared and signed by the laboratory Project Manager and QA/QC officer.
- 6. Laboratory shall be completely responsible for accurate laboratory reports and any electronic data transfers. Any erroneous data must be promptly corrected by laboratory. Complete ADaPT Electronic Data Deliverables shall be provided.
- 7. Unit costs to perform additional similar analyses of those listed herein shall be considered valid in the event that resampling, additional analyses, sampling points, or sites are added to the existing services.

8. Taylor County cannot and does not guarantee the quantity of samples to be submitted to firm or laboratory.

1.5 Contingency

Contingency items may be required for compliance monitoring which include the items listed below. Contingency items shall not be performed without prior authorization from the County Engineer.

Contingency Items:

1. Resampling / Additional Sampling: Resampling may periodically be required to verify analytical results from the scheduled sampling events. Additional sampling may be requested by the County Engineer, for informational purposes, or by DEP.

PROPOSAL FORM

Fee Proposal

1.1 Landfill Gas Monitoring and Reporting Requirements

(Not Required)

1.2 Landfill Groundwater Monitoring and Reporting Requirements

		Cost per Event		Number of Events		Total Cost per Event
Event 1:	Second Semiannual 2012					
	Field Sampling		x	1_	=	
	Reporting		x	1	=	
	Laboratory Analysis		x	1	=	
	Total					
Event 2:	First Semiannual 2013					
	Field Sampling		x	1	=	
	Reporting		x	11	=	
	Laboratory Analysis		x	11	=	
	Total					
Event 3:	Second Semiannual 2013					
	Field Sampling		x	11	=	
	Reporting		x	1	=	
	Laboratory Analysis		x	11	=	
	Total					
Event 4:	First Semiannual 2014					
	Field Sampling		x	1		
	Reporting		x	1	=	
	Laboratory Analysis		x	11	=	
	Total					
Event 5:	Second Semiannual 2014				_	
	Field Sampling		x	1	=_	
	Reporting		x	1	=	
	Laboratory Analysis		х	11	=	
	Total					

Event of	rirst Semiannual 2013			
	Field Sampling	x	1	=
	Reporting	x	1	=
	Laboratory Analysis	x	1	=
	Total			
Event 7:	Second Semiannual 2015			
	Field Sampling	x	1	=
	Reporting	x	1	=
	Laboratory Analysis	x	1	_ =
	Total			
Event 8:	First Semiannual 2016			
	Field Sampling	x	1	=
	Reporting	x	1	=
	Laboratory Analysis	x	1	_ =
	Total			
				_
	andfill Groundwater Monitoring and Reporting	a Costs		F
Total of La	angini Utroungwaler Monijoring ang Kenoring			

1.3 Biennial Reporting Requirements

(Not Required)

1.4 Laboratory Analytical Requirements

	Unit Cost per Analysis
Laboratory Analysis Unit Rates:	
Individual Analysis Cost:	
Ammonia	
Ammonium	
Arsenic	
Cadmium	
Chlorides	
Chromium	
Iron	
Lead	
Nitrate	
Sodium	
Total Dissolved Solids	
EPA 601	
EPA 602	
EPA 601/602	
Total Group Cost per Sample:	
Total Group Cost per Equipment Blank:	
Trin Blank Cost (EPA 601/602):	

⊰roject Total Cost

1.1	Total of Landfill Gas Monitoring and Reporting Costs (Not Required)	
1.2	Total of Landfill Groundwater Monitoring and Reporting Costs	
1.3	Total of Biennial Summary Report Costs (Not Required)	
1.4	(Laboratory Analytical Costs - included above in 1.2)	
	Project Cost - Subtotal	
1.5	Contingency Amount	
	Contingency Amount (5% of Project Cost - Subtotal):	
Project '	Fotal Cost (including Contingency)	

Notes:

The costs presented herein are for comparison purposes only.

QUESTIONAIRE

Landfill Compliance Monitoring Services for the period of October 1, 2012 through September 30, 2016

 Backgro	ound of	<u>Firm</u>						
A)	Name	of Firm.						
B)	Locati	ion of principal office and office designate	ed to work with County Sta	aff.				
C)	Length of time in business.							
D)	Firm o	ownership structure (individual, partnersh	ip, corporation, joint ventu	re, other).				
E)	Full n	ame of principals:						
	1)	Are the principals actively engaged as	full time professionals in y	our firm?				
	2)	Are the principal members registered I	Florida Engineers and/or G	eologists?				
F)	Annua	al total project volume for the last five year	ars (Landfill Compliance M	Ionitoring Services)				
	1)	Number of projects (separate each cale	endar year)					
		 a. Total b. Landfill Compliance Services c. Summary of work scope of L 		oring Services				
	2)	Dollar Volume (separate each calendar	r year)					
		a. Total b. Landfill Compliance Monitor	ing Services percentage of	total dollar volume				
G)	Please indicate the scope of professional services provided by your firm by placing a check in the appropriate column.							
			In-House	Consultants				
1) Field	landfill	gas monitoring						
2) Field	landfill	groundwater sampling						
3) Labor	atory ar	nalytical services						
4) Repor	ting ser	vices (as required by work scope)						
5) Bienn	ial repo	rt preparation						
6) Signir	gning / Sealing reports							
7) Drafti	ng and	Reproduction / Printing services		· 				
8) Consu	ltation	with DEP / Knowledge of DEP Rule 62-7	' 01					

- H) Provide a performance record, which details your firm's ability to meet project budget and schedules.
- I) Describe the circumstances and outcome of any litigation your firm has been involved in during the last five years with respect to landfill compliance monitoring services. Please state the type and amount of liability insurance you carry.

II. Personnel

- A) Number of Registered Professional Engineers and Professional Geologists in your firm.
- B) Please provide resumes of the members of your staff that will work directly with County Staff. Include:
 - 1. Role in this project
 - 2. Professional credentials
 - 3. Years of experience with your firm
 - 4. Related project experience
- C) Please provide resumes for external consultants or laboratories you intend to use on this project. Include:
 - 1) Role in this project
 - 2) Professional credentials
 - 3) Previous experience with your firm
 - 4) Related project experience

III. Project Approach

- A) Describe your firm's project approach and project understanding, including ability to meet DEP deadlines.
- B) Describe your firm's method of cost control to the County for this project.
- C) Describe your firm's method of quality control for this project.

IV. Laboratory

- A) Is the laboratory certified under NELAP by the Florida Department of Health?
- B) Can the laboratory provide evidence of financial stability?
- C) Will all laboratory detection (reporting) limits meet Florida groundwater standards as specified by DEP Rule 62-777, Table 1? If no, list exceptions.
- D) What is standard turnaround time (in calendar days) for this project?
- E) Is QA/QC data routinely submitted with laboratory results?
- F) Is the laboratory certified to perform all analyses required by this project without using subcontractors?
- G) Does the laboratory's current and projected workload allow for performing this project without subcontracting the work?
- H) Can the laboratory meet the requirements specified in Section 1.4, General Requirements, of the work scope for this project?

SWORN STATEMENT UNDER SECTION 287.133(3)(a), <u>FLORIDA STATUTES</u>, 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), Florida Statutes, 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

	and age	ents who are active in management of an entity.		
8.		on information and belief, the statement, which I have thing this sworn statement. (Please indicate which state		entity
	shareho	or the entity submitting this sworn statement, nor olders, employees, members or agents who are active has been charged with and convicted of a public entity	in management of the entity, nor affiliate	
	share h with a	tity submitting this sworn statement, or one or more holders, employees, members, or agents who are active and convicted of a public entity crime subsequent and statement applies.)	e in management of the entity has been o	harged
		There has been a proceeding concerning the convicted, Division of Administrative Hearings. The not place the person or affiliate on the convicted order).	e final order entered by the hearing offi	cer did
		The person or affiliate was placed on the convic proceeding before a hearing office of the State of The final order entered by the hearing officer de remove the person or affiliate from the convicted order.)	Florida, Division of Administrative He etermined that it was in the public into	earings. erest to
		The person or affiliate has not been placed on the action taken by or pending with the Department of		be any
	(Sig	gnature)	(Date)	
STAT	` `		,	
COUN	TY OF_			
PERSO	ONALLY	APPEARED BEFORE ME, the undersigned authori		,
1	A E 4 1	Laine annua harra a Constitui di Lanciana da la di La	(Name of individual signing)	J
wno, a	ner mrst t	being sworn by me, affixed his/her signature in the sp	bace provided above on this	day
of				
			NOTARY PUBLIC	_
My co	mmission	n expires:	NOTART TODLIC	

term "person" includes those officers, directors, executives, partners, shareholders, employees, members,

HOLD HARMLESS, RELEASE AND INDEMNITY AGREEMENT

COMES NOW,	, and after having obtained a State of
Florida's Workers' Compensation Certificate, a co	opy of which is attached hereto and marked Exhibit "A"
and in Consideration of Taylor County having acc	cepted the said Worker's Compensation exemption and
Taylor County having agreed for me to proceed w	ith the following project, to wit:

Taylor County Landfill Closure Taylor County, Florida

Compliance Monitoring Services
For the period of
October 1, 2012 through September 30, 2016

Landfill compliance monitoring services for this project are to fulfill the permit requirements of Florida Department of Environmental Protection (DEP) Permit No. 0013295-003-SF (Date of Issue: June 18, 2003) and subsequent modifications.

- 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, hold harmless 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 expense as a result of any injury on said project.
- 3. I hereby release Taylor County from liability of whatever kind of 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.

med on the legal advi	ice of my attorney and that I fully
ly executed same.	
day of	, 2012.
PROPERTY OWNE	R:
, to	e me, an officer duly authorized to me well known and known to me to acknowledged before me that they essed.
y of	, 2012.
NO	TARY PUBLIC
My Commis	sion Expires:
day of	, 2012, by
	onally appeared before to ted the foregoing, and e purpose therein expressy of

NON-COLLUSION AFFIDAVIT

(STATE OF FLORIDA, COUNTY OF TAYLOR)					
	b	eing first duly sworn, deposes and says that:			
(1)	Owner, Partner, Officer, Representative or Agent) , the Bidder that has submitted the attached Bid;				
(2)	He/She/They is/are fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;				
(3)	Such Bid is genuine and is not a collusive or sham Bid;				
(4)	Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Work for which the attached Bid has been submitted; or to refrain from Bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Bidder, firm, or person to fix any overhead, profit, or cost elements of the Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid Price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;				
•	5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.				
Sig	gned, sealed and delivered in the presence of:	D.			
	Witness	By:Signature			
	Witness	Print Name and Title			
On Floor	ATE OF FLORIDA, (COUNTY OF TAYLOR) this the day of, orida, personally appeared (Name(s) tary) fidavit of Non-Collusion, and he/she/they acknowled	of individual(s) who appeared before and whose name(s) is/are subscribed to the within			
WITNESS my hand and official seal. NOTARY PUBLIC:		Notary Public, State of Florida			
SEA	EAL OF OFFICE:				
(Name of Notary Public: Print, Stamp or type as commissioned)					
	Personally known to me, or	Did take an oath, or			
	Personal identification:	Did Not take an oath.			
Typ	pe of Identification Produced				



TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE: Approval of removal dispositions of fixed assets

MEETING DATE REQUESTED: 9/4/2012

Statement of Issue BOARD TO APPROVE DISPOSTIONS OF COUNTY INVENTORY ASSETS

Recommended Action approve dispositions of assets

Fiscal Impact SEE ATTACHED

Submitted By: T. HILL Contact: TYSON HILL, DTIS DIRECTOR

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Options: APPROVE / NOT APPROVE

Attachments: DISPOSTION LIST

Removal of County Inventory Assets 2012

Dept#	COC#	BOCC#	DESTCIPTION	ACTION
192	cc1198	6338	1999 Crown Victoria Car	Surplus
113	cc6622	1347	Photo Id Machine	Surplus
431	cc2595	/	Typewriter	Surplus
430	cc2969	/	Canon Scan LiDe	Surplus
226	cc3058	5173	Vortex Radio	Surplus
226	cc3208	6241	Video Camera	Surplus
226	cc2234	3994	HHRadio	Surplus
226	cc3050	3986	HHRadio	Surplus
226	cc3063	3987	HHRadio	Surplus
226	cc3632	4776	HHRadio	Surplus
226	cc3062	5420	Radio	Surplus
226	cc2288	5172	Radio	Surplus
226	cc3677	4116	Piio Radio	Surplus
283	сс1846	6224	computer	surplus
283	cc2206	0692	Pitico Friolator	Surplus
283	CC2207	0693	Pitico Friolator	surplus
283	cc2208	0694	Pitico Friolator	surplus
283	cc2209	0695	Pitico Friolator	surplus
283	CC2210	0760	Pitico Friolator	surplus
283	CC22I2	0983	Pitico Friolator	surplus
283	CC2213	0984	Pitico Friolator	surplus
283	CC2971	/	scanner	surplus
283	cc1967	5327	hp printer	surplus

283	cc1830	3461	risograph copier	Surplus
283	ser # 31804l5		compaq computer	surplus
283	cc1836	5563	dell computer	surplus
283	cc1841	5996	dell computer	surplus
283	cc2973	4526	projector	Surplus
283	cc2980	5564	dell monitor	surplus
283	cc1940	4917	printer	surplus
283	cc1976	5662	wireless console	Surplus
283	cc2983	6625	dell monitor	surplus
283	cc2982	5997	dell monitor	surplus
283	cc1985	6226	dell printer	surplus
164	CC1020	4615	minolta copier	surplus
113	/	6850	dell computer	surplus
0903/0283	/	6935	computer	surplus
226	cc2285	5078	interface links	Surplus
226	сс3631	4695	motorola headset	surplus
226	cc3626	4696	motorola headset	surplus
191	cc3285	2930	brush truck	surplus
229	cc3210	5379	VHF Radio	Surplus
226	cc1341	6313	Generator	Surplus
0301	cc4220	7329	Pick Truck	Totaled



DISPOSITION OF ASSET REPORT TAYLOR COUNTY, FLORIDA

6313 Clerk Asset Number:

O BOARD OF	COLINTY	COMMISSIONERS
O. DOMIND OF	CCCITI	COMMISSIONEIVO

Board Asset Number:

FROM:

DEPT <u>0226</u> Number

DATE: 8/16/12

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

IDENTIFICATION DATA				
Name of Item	Room #	Make		
Generator		General		
Model	Model Year Serial Nu			
15 km 2004 393		3930474		
Other Description: Purchased with Grant: Yes/No? X Yes No If 'Yes' please explain reason to allow disposition below.				
Allowed by grant to dispose using County Procedure				
DISPOSITION DATA				
Type of Disposition Surplus transfer				
** Property that is missing or unable to locate shall be presented to the County Commission by the Property				

Type of Disposition Surplus transfer	
** Property that is missing or unable to locate shall be presented to Custodian immediately. Explanation for Disposal: (required) Broken Not Cost	st effective to repair & move
Last Known Location: (required) Boyd Tower	0/9/13
APPROVEC ☑ DENIED ☐ By the Taylor County Board of C	Commission Date
Department Head	Chairman Signature Chairman Signature Chairman Signature Approval
Date Removed From Asset Recoi	Fixed Assets Manager



TRANSFER OF ASSET REPORT TAYLOR COUNTY, FLORIDA

	TATEOR GOOTTI, I EORIDA	
O: BOARD OF COUNTY COMMISSIONER	RS Board Asset Number:	Clerk Asset Number: <u>6313</u>
PROM: EM Department Name	DEPT: OZZG Number	DATE: 8/9/12
To Whom It May Concern: The following changes have occurred your Property Record.	d in the property in my custody. Th	is information should be entered on
	IDENTIFICATION DATA	
Name of Item Generalizer	Room# Experience to meeting	Make GENERAC
Model	Year	Serial Number
15kw	2004	3930474
Purchased with Grant: Yes/No?	Yes No If 'Yes' please explain re	son to allow transfer below.
Allowed by 3.	rant to transfer a	255ets Using CountyPro
708	TRANSFER DATA	- Jack Enith -
Transferred To: 3299 DEPT NAME: Division of For	estry-perry District Room	
Explanation for Transfer: (required)	Asset has been on	loan for overlyear
Location: (required) Boyd	lover	·
1 Hilling		8/9/12
Losing Custodian/Department Head	Date	e of Transfer

County Administrator Approval

@aining Custodian/Department Head

- (c) Recipient agrees to use any equipment purchased under the terms of this Agreement for the purpose for which it was intended.
- (d) Equipment purchased under the terms of this Agreement shall remain the property of the Recipient. The disposition of equipment shall be made in accordance with the Recipient's policies and procedures and applicable federal policies and procedures.

(5) CERTIFICATIONS

- (a) By its execution of this Agreement, the Recipient certifies that it is currently in full compliance with the Rule Chapters 27P-6, 27P-11, and 27P-19, <u>Florida Administrative Code</u>, Chapter 252, <u>Florida Statutes</u>, and appropriate administrative rules and regulations that guide the emergency management program and associated activities.
- (b) The Recipient certifies that funds received from the Emergency Management, Preparedness and Assistance Trust Fund (EMPA funds) will not be used to supplant existing funds, nor will funds from one program under the Trust Fund be used to match funds received from another program under the Trust Fund. The Recipient further certifies that EMPA funds shall not be expended for 911 services, emergency medical services, law enforcement, criminal justice, fire service, public works or other services outside the emergency management responsibilities assigned to the Recipient's Emergency Management Agency, unless such expenditure enhances emergency management capabilities as expressly assigned in the local Comprehensive Emergency Management Plan (CEMP).
- (c) The Recipient certifies that it is a participant in the most current Statewide Mutual Aid Agreement (SMAA).
- (d) By its signature, the Recipient reaffirms its certification to employ and maintain a full-time Director consistent with Rule 27P-19.002(6), Florida Administrative Code.

(6) OTHER CONDITIONS

- (a) As a further condition of receiving funding under this Agreement, following full or partial County Emergency Operation Center activation at a level equivalent to a State Emergency Operation Center level two (2) or above during the period of this Agreement, then the Recipient shall, within forty-five (45) days following the conclusion of the activation, evaluate the performance of all elements of the local emergency management program during that activation, and provide a written after action report to the Division.
- (b) Funds may not be used for items such as door prizes and gifts. Flyers and educational information to educate the public about the Emergency Management Program is allowable.
- (c) Food and beverages may be purchased for Emergency Management personnel and other personnel only if the Recipient's Emergency Operation Center or field command office is in an activated status and personnel receiving food/beverage are on duty at either of these locations. Purchases may be made only under (1) An Executive Order issued by the Governor or (2) a State of Emergency appropriately declared by local officials in response to an emergency event or threat.
- (d) Within 60 days of execution of this Agreement, the Recipient shall provide copies of any new or updated ordinances in effect which expressly address emergency management, disaster preparedness, civil defense, disasters, and emergencies or otherwise govern the activation of the local emergency management program provided in s.252.38, <u>Florida Statutes</u>.



FROM:

DISPOSITION OF ASSET REPORT TAYLOR COUNTY. FLORIDA

OR CC	OUNTY, FLO	1198	6338	
	Clerk A	sset Number:	Board Ass	set Number:
DEPT	0192		DATE:	6-18-2012
	Number			

Make

TO: BOARD OF COUNTY COMMISSIONERS

Name of Item

Fire

Department Name

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Room#

Staff Car	parking let	Ford
Model Crown Vic	ear 99	Serial Number 2FAFP71W5XX208202
Other Description:		
3	tation one pa	
Purchased with Grant: Yes/No?	☐ Yes ☑ No If Yes please expl	aih reason to allow disposition below.
	DISPOSITION DATA	
Type of Disposition: Surplus		
** Property that is missing or unable Custodian immediately. Explanation for Disposal: (required)	to locate shall be presented to the Co	
Location: (required) St 1	_ 	
APPROVED DENIED By	the Taylor County Board of Commiss	Date
Ort mape		Chairman Signature
Department Head	· (County Administrator Approval
	·	lyson M. Hill
Date Removed From Asset Records	 S	Fixed Assets Manager



FROM:

TO: BOARD OF COUNTY COMMISSIONERS

DISPOSITION OF ASSET REPORT TAYLOR COUNTY, FLORIDA

DEPT OBAGE

6622

Clerk Asset Number:

DATE: 06/15/2012

0		
/hom It May Concern: following changes have occurred in	the property in my custody. This inforr	nation should be entered on yo
erty Record.	IDENTIFICATION DATA	•
Name of Item	Room #	Make
PHOTO ID MACHINE	DTIS .	DATACARD
Model	Year	Serial Number
SP35		N/A
Other Description:		
Cinci Description		
		<u>. </u>
Purchased with Grant: Yes/No?	Yes No If 'Yes' please expla	in reason to allow disposition b
		· .
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	<u>DISPOSITION DATA</u>	
Type of Disposition: SURPLUS		
** Property that is missing or unabl	e to locate shall be presented to the Co	unty Commission by the Proper
** Property that is missing or unable Custodian immediately.		
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** Property that is missing or unable Custodian immediately. Explanation for Disposal: (required Location: (required) DTIS DEPARTMENT OF THE DEPARTMENT OF	MACHINE IS NO LONGER IN WORK	ING CONDITION.
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Department Name	Number	/ ·/
n It May Concern: The following changes have occurred i	n the property in my custody. This informa	tion should be entered on your
Record.		
	IDENTIFICATION DATA	
Name of Item	Room #	Make
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Model	Year	Serial Number
theel Writer 30		10500006043297
Other Description:		
	<u>DISPOSITION DATA</u>	
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ype of Disposition: ())CIPUV		
Property that is missing or unable to locustodian immediately.		nmission by the Property
estatedian immediately. Explanation for Disposal: (required) August Known Location: (required)	lenges working	
ast Known Location: (required) Pub	uc uslay	
	e Taylor County Board of Commissioners.	
APPROVED DENIED By the		Date -
Synda Hawkens		Jun B Bon
		ounty Administrator Approval
Linda Hawkens		Jun B/Don



TO: BOARD OF COUNTY COMMISSIONERS LIBRARY FROM: Department Name

Date Removed From Asset Records

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Cano Scan List 9	Room#	Can on
1: DE 90	Year	Serial Number KCPAQ4079
Other Description:		
	DISPOSITION DATA	
Type of Disposition: ** Property that is missing or unable to locatedian immediately. Explanation for Disposal: (required) Last Known Location: (required) APPROVED DENIED By the Characteristic of the Control of t	cate shall be presented to the County	
Wittnessed By		Chairman
		W. H.//

applied Euc equipment

(3) VEHICLES

Written approval from the Director of the Division of Emergency Management must be obtained prior to the purchase of any motor vehicle with funds provided under this Agreement. In the absence of such approval, the Division has no obligation to honor such reimbursement request. Any trade-in or resale funds received relating to any vehicle purchased under this subgrant is program income and must be applied toward the Recipient's Emergency Management Preparedness and Assistance (EMPA) Base Grant expenditures.

(4) PROPERTY MANAGEMENT/PROCUREMENT

- (a) The recipient shall comply with applicable procurement rules and regulations in securing goods and services to implement the Scope of Work. Wherever required by law or otherwise permitted, the Recipient shall utilize competitive procurement practices.
- (b) Allowable costs shall be determined in accordance with Office of Management and Budget Circular A-102 Common Rule.
- (c) Recipient agrees to use any equipment purchased under the terms of this Agreement for the purpose for which it was intended.
- (d) Equipment purchased under the terms of this Agreement shall remain the property of the Recipient. The disposition of equipment shall be made in accordance with the Recipient's policies and procedures and applicable federal policies and procedures.

(5) **CERTIFICATIONS**

- (a) By its execution of this Agreement, the Recipient certifies that it is currently in full compliance with the Rule Chapters 9G-6, 9G-11, and 9G-19, Florida Administrative Code, Chapter 252, Florida Statutes, and appropriate administrative rules and regulations that guide the emergency management program and associated activities.
- (b) The Recipient certifies that funds received from the Emergency Management, Preparedness and Assistance Trust Fund (EMPA funds) will not be used to supplant existing funds, nor will funds from one program under the Trust Fund be used to match funds received from another program under the Trust Fund. The Recipient further certifies that EMPA funds shall not be expended for 911 services, emergency medical services, law enforcement, criminal justice, fire service, public works or other services



3058 Clerk Asset Number: TO: BOARD OF COUNTY COMMISSIONERS DATE: _6-18-12 To Whom It May Concern: The following changes have occurred in the property in my custody. This information should be entered on your Property Record. **IDENTIFICATION DATA** Name of Item Room # Make Model Year 0414063 Other Description: **DISPOSITION DATA** Type of Disposition: Durce ** Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately. Explanation for Disposal: (required) Location: (required) DENIED By the Taylor County Board of Commission APPROVED Date

Date Removed From Asset Records

Department Head

He

Fixed Assets Manager

htv_Administrator App

Chairman Signature



k Asset Number: TO: BOARD OF COUNTY COMMISSIONERS FROM: DATE: 6/18/2013 Department Name To Whom It May Concern: The following changes have occurred in the property in my custody. This information should be entered on your Property Record. **IDENTIFICATION DATA** Name of Item Room # Make Video CAMERA DONV Year 04913 Other Description: ED CAMPONDER Purchased with Grant: Yes/No? Thes No If 'Yes' please explain reason to allow disposition below. **DISPOSITION DATA** Type of Disposition: ** Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately. Explanation for Disposal: (required) Location: (required) APPROVED DENIED By the Taylor County Board of Commission Chairman Signature

Date Removed From Asset Records

Department Head

Fixed Assets Manager

County Administrator Approval



TAYLOR COUNTY, FLORIDA

(Brup)

3 994

Clerk Asset Number: TO: BOARD OF COMMISSIONERS FROM: Department Name To Whom It May Concern: The following changes have occurred in the property in my custody. This information should be entered on your Property Record. **IDENTIFICATION DATA** [/]Room# Name of Item Make Model Year Serial Number 1000 Other Description: rdhed raded Purchased with Grant: Yes/No? Yes No If 'Yes' please explain reason to allow disposition below. **DISPOSITION DATA** Type of Disposition: (** Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately. Explanation for Disposal: (required) Location: (required) APPROVED DENIED By the Taylor County Board of Commission Date Chairman Signature

Date Removed From Asset Records

Department Head



	3050	3986
TO: BOARD OF COUNTY COMMISSIONERS FROM: Department Name	Clerk Asset Num	
To Whom It May Concern: The following changes have occurred in the property Property Record.	Number in my custody. This info	ormation should be entered on your
Name of Item HH Radio	Room #	Make
Model 17 1000	Year	Serial Number 402 AV Q J1932
Other Description:	· · · · · · · · · · · · · · · · · · ·	1 7 5 7 7 5 7 5 7 5 7 5 7 5 7 5 7 5 7 5
Purchased with Grant: Yes/No? Yes	No If 'Yes' please exp	lain reason to allow disposition below.
Type of Disposition:	ISPOSITION DATA	
** Property that is missing or unable to locate si Custodian immediately. Explanation for Disposal: (required) Location: (required) APPROVED DENIED By the Taylor (up to standars	sion
Metter		Date Chairman Signature August R. Son
Department Head		County Administrator Approval
Date Removed From Asset Records		Fixed Assets Manager



Date Removed From Asset Records

DISPOSITION OF ASSET REPORT TAYLOR COUNTY, FLORIDA

TO: BOARD OF COUNTY COMMISSIONERS lerk Asset Number: DATE: 6 FROM: Department Name To Whom it May Concern: The following changes have occurred in the property in my custody. This information should be entered on your Property Record. **IDENTIFICATION DATA** Name of Item Room # Make f Radio Motorola Year Serial Number Model 1000 Other Description: held radio Purchased with Grant: Yes/No? Yes No If Yes' please explain reason to allow disposition below. **DISPOSITION DATA** Type of Disposition: ** Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately. Explanation for Disposal: (required) Location: (required) APPROVED DENIED By the Taylor County Board of Commission. Date Chairman Signature Hel County Administrator Approval **Department Head**



Date Removed From Asset Records

DISPOSITION OF ASSET REPORT TAYLOR COUNTY, FLORIDA

TO: BOARD OF COUNTY COMMISSION	~ ^/	1.15
Department Name	DEPT <u>VSS</u> Number	DATE: 4 18 30
To Whom It May Concern: The following changes have occurred in the Property Record.	the property in my custody. This info	mation should be entered on your
Name of Item	Room#	Make
HI+ Radio		Materola
Model	Year	Serial Number
HT,000		Aletorola
Other Description:		4027250941
Purchased with Grant: Yes/No?	Yes No If Yes' please expl	ain reason to allow disposition below
\sim	DISPOSITION DATA	
Type of Disposition:	us)	
** Property that is missing or unable Custodian immediately. Explanation for Disposal: (required)	to locate shall be presented to the Co	Sunty Commission by the Property
Location: (required)	nulder	POROCETE
APPROVED ☐ DENIED ☐ By	the Taylor County Board of Commiss	sionDate
_		
		Photograph Cinnature
1/4560		Chairman Signature
Department Head	<u> </u>	ounty Administrator Approval
		1 M H.//



TAYLOR CO

DUNTY, FLORIDA
OUNTY, FLORIDA
Clerk Asset Number:

Board Asset Number:

TO: BOARD OF COUNTY COMMISSIONERS

FROM:

Department Name

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Room #	Make	
Kadio		Maturola	
Model	Year	Serial Number	
Maratrac		776181579	
Other Description:			
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Purchased with Grant: Yes/No?	Yes No If 'Yes' please expla	in reason to allow disposition below.	
	DISPOSITION DATA		
Type of Disposition:	Lus .		
** Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately. Explanation for Disposal: (required) ** Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately. Explanation for Disposal: (required)			
Location: (required)	mildered		
APPROVED DENIED By the Taylor County Board of Commission Date			
Butt		hairman Signature	
Department Head	C	ounty Administrator Approval	
		ypon M. Hill	
Date Removed From Asset Record	s	Fixed Assets Manager	



TAYLOR COUNTY, FLORIDA 3057

TO: BOARD OF COUNTY COMMISSION FROM: Department Name	NERS Clerk Asset Num DEPT ON Number	Board Asset Number: DATE: 0/8/3
To Whom It May Concern: The following changes have occurred in to Property Record.		mation should be entered on your
riopolty (todala.	IDENTIFICATION DATA	
Name of Item Radio	Room #	Make VERTEX
Model Model REPLATES	Year	Serial Number
Other Description:		10130
Type of Disposition:	Pes No If 'Yes' please explanation DISPOSITION DATA to locate shall be presented to the Co	
Custodian immediately. Explanation for Disposal: (required) Location: (required)	~ 1.1	up to standard
_	the Taylor County Board of Commiss	ion Date
Department Head		hairman Signature Sounty Administrator Approval
	<u> </u>	Leson M. Holl

Date Removed From Asset Records



TO: BOARD OF COUNTY COMMISSIONE	RS Clerk Asset Num	Description of the second
FROM: EUC	DEPT 200	
Department Name	Number	DATE:
o Whom It May Concern: The following changes have occurred in the Property Record.	property in my custody. This information	mation should be entered on your
1		
Name of Item	Room #	Make
PIIO RAGIO		Motorala
Model	Year	Serial Number
P110		188FW N363
Other Description:		10010000
Burchased with Court Value of	7 -	
Purchased with Grant: Yes/No?	Yes No If Yes' please expla	in reason to allow disposition below.
	DISPOSITION DATA	
Type of Disposition: Durelu		
** Property that is missing or unable to	locate shall be presented to the Co.	Inty Commission by the Branch
Custodian immediately. Explanation for Disposal: (required)	Oppost work	And the state of t
	The way	0 10 salana(aras)
Location: (required)	way '	
APPROVED DENIED By the	Taylor County Board of Commission	Date
		Date
V/ A Ha	Ch	airman Signature
1/nsc We		Jan K Mon
Department Head	Co	unty Administrator Approval
		Juson M. Holl
Date Removed From Asset Records	·	ixed Assets Manager



6224

Board Asset Number:		
03/22/2012		

Fixed Assets Manager

TO: BOARD OF COUNTY COMMISSIONERS

Date Removed From Asset Records

Clerk Asset Number:

FROM: COUNTY EXTENSION OFFICE

DEPT °

Department Name

Number

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Room # /	Make	
Model	Year	Serial Number	
Other Description:			
Purchased with Grant: Yes/No? Yes No If 'Yes' please explain reason to allow disposition below.			
	DISPOSITION DATA		
Type of Disposition: _SURPLUS ** Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately. Explanation for Disposal: (required) NO LONGER USABLE			
Location: (required) SERVICE ROOM /EXTENSION			
APPROVED DENIED By the Taylor County Board of Commission Date			
Department Head		hairman Signature Security Administrator Approval	



FROM: COUNTY EXTENSION

TO: BOARD OF COUNTY COMMISSIONERS

DISPOSITION OF ASSET REPORT TAYLOR COUNTY, FLORIDA

DEPT 0283

0692

Clerk Asset Number:

CC2206

Board Asset Number:

DATE: 7/18/2012

Department Name	Number	
o Whom It May Concern: ne following changes have occurred in roperty Record.	the property in my custody. This information in the	mation should be entered on your
Name of Item PITICO FRIOLATOR	Room# next	Make
Model	Year	Serial Number
Other Description:		
Purchased with Grant: Yes/No?	Yes No If 'Yes' please expla	ain reason to allow disposition below
	DISPOSITION DATA	
Custodian immediately. Explanation for Disposal: (required Location: (required)	te to locate shall be presented to the Cody anty extension the Taylor County Board of Commiss	rking
	_	haiṛm a n Signature



TO: BOARD OF COUNTY COMMISSIONERS

Clerk Asset Number:

Board Asset Number:

FROM: COUNTY EXTENSION

DEPT

0283

DATE: 7/18/2012

Department Name

Number

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

<u> </u>		
Name of Item	Room# 1000	Make
PITICO FRIOLATOR	Kitchen shock	
Model	Year	Serial Number
	\ lel	65X6812CP
Other Description:		
<u> </u>		
Purchased with Grant: Yes/No?	Yes No If 'Yes' please expla	in reason to allow disposition below.
	DISPOSITION DATA	
Type of Disposition:SURPLUS		
	e to locate shall be presented to the Co	unty Commission by the Property
Custodian immediately. Explanation for Disposal: (required)	1/0 /NCH LOT	1/1.0
	nty extension	The state of the s
Location: (required)	- excension	•
APPROVED ☐ DENIED ☐ By	the Taylor County Board of Commissi	ion: Date
	_	The st
20 00	CI	hairman Signature
Jan Ston		frank Bon
Denartment Head		ounty Administrator Androval



0694

TO: BOARD OF COUNTY COMMISSIONERS

Name of Item

Clerk Asset Number:

FROM: COUNTY EXTENSION

DEPT

0283

Room# 100

DATE: 7/18/2012

Make

Department Name

Number

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

PITICO FRIOLATOR	Kitchen shoot	
Model	Year	Serial Number
	<u> </u>	65X6812CP
Other Description:		
4		
Purchased with Grant: Yes/No?	Yes No If 'Yes' please expla	ain reason to allow disposition below.
	DISPOSITION DATA	
Type of Disposition: SURPLUS		1.55555
** Property that is missing or unable Custodian immediately. Explanation for Disposal: (required)	to locate shall be presented to the Co	ounty Commission by the Property
Location: (required)	aty extension	' 0 _
APPROVED DENIED By	the Taylor County Board of Commiss	ion Date
Can Olon	<u> </u>	hairman Signature
Department Head	<u> </u>	ounty Administrator Approval
		1 10000 111 14211



CC2209

TO: BOARD OF COUNTY COMMISSIONERS

Clerk Asset Number:

Board Asset Number:

FROM: COUNTY EXTENSION

DEPT 0283 **DATE:** 7/18/2012

Department Name

Number

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Room # 100	Make		
PITICO FRIOLATOR	Kitchen shock	-		
Model	Year	Serial Number		
<u>. </u>	ا ا	65X6812CP		
Other Description:				
Purchased with Grant: Yes/No?	Yes No If 'Yes' please expla	ain reason to allow disposition below.		
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	DISPOSITION DATA			
Type of Disposition: SURPLUS				
** Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately. Explanation for Disposal: (required)				
	ty extension			
APPROVED DENIED By	the Taylor County Board of Commissi	on Date		
		Suite		
Day Olon	_	hairman Signature		
Department Head		ounty Administrator Approval		



CCA2/0

TO: BOARD OF COUNTY COMMISSIONERS

Clerk Asset Number:

Board Asset Number:

FROM: COUNTY EXTENSION

DEPT 0283 **DATE:** 7/18/2012

Department Name

Number

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Room# 100	Make
PITICO FRIOLATOR	Kitchen shock	1
Model	Year	Serial Number
	افا ۱	65X6812CP
Other Description:		
Purchased with Grant: Yes/No?	T Var TAID If IVer! please over	lain rasson to allow disposition below
Fulcilased with Grant. Fes/No?	☐ Yes [☑ No II Yes please exp	lain reason to allow disposition below.
		
	DISPOSITION DATA	
Type of Disposition:SURPLUS		
	to locate shall be presented to the C	ounty Commission by the Property
Custodian immediately. Explanation for Disposal: (required)	10 longer w	rkine
	nty extension	70.7
· · · · · · · · · · · · · · · · · · ·	the Taylor County Board of Commis	sion:
		Date
\mathcal{A}	- (Chairman Signature
Jan Son	_	Jan R Done
Department Head		ounty Administrator Approval
		Typon M. Mil
Data Damayad Fram Assat Dasard	_	Minari Annala Manana

Date Removed From Asset Records



Clerk Asset Number:

Board Asset Number:

0283

- -- 7/10/2010

Department Name

TO: BOARD OF COUNTY COMMISSIONERS

Number

DATE: 7/18/2012

To Whom It May Concern:

FROM: COUNTY EXTENSION

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

DEPT

IDENTIFICATION DATA

Name of Item	Room# Lack	Make
PITICO FRIOLATOR	Room# 1800	
Model	Year	Serial Number
	\ lel	65X6812CP
Other Description:		
Purchased with Grant: Yes/No	o? Yes No If 'Yes' please expla	ain reason to allow disposition belo
·		_
	DISPOSITION DATA	
Type of Disposition: SURPLUS		
	ble to locate shall be presented to the Co	unty Commission by the Property
Custodian immediately.	1/0 /- 04	\(\lambda_{\chi}\)
Explanation for Disposal: (requir		yang
Location: (required)	ounty extension	•
APPROVED DENIED	By the Taylor County Board of Commissi	ion Date
		g green and a second
	_	·
\sim \sim	٩	hairman Signature

1.1000 1

Fixed Assets Manager



0984

CC22/3

TO: BOARD OF COUNTY COMMISSIONERS FROM: COUNTY EXTENSION

Clerk Asset Number:

Board Asset Number

Department Name

DEPT 0283

DATE: 7/18/2012

Department Name

Number

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Room# 1000	Make
PITICO FRIOLATOR	Kitchen show	
Model	Year	Serial Number
	ا ا ا	65X6812CP
Other Description:		
Purchased with Grant: Yes/No?	Yes No If 'Yes' please expla	in reason to allow disposition below
Taronassa with Grant. Teshno:	Tes 140 II Tes picase expir	in reason to allow disposition below.
	DISPOSITION DATA	
	<u>DISPOSITION DATA</u>	
Type of Disposition:SURPLUS		
** Property that is missing or unab Custodian immediately. Explanation for Disposal: (required	le to locate shall be presented to the Co	unty Commission by the Property
Location: (required)	inty extension	′ 0
APPROVED DENIED B	y the Taylor County Board of Commissi	on:
		Date
	_	5 k
EO (O)	C	hairman Signature
Department Head		ounty-Administrator Approval
·		I uson M. Hill
Data Damas d Casas Assat Dasas		

Date Removed From Asset Records



Date Removed From Asset Records

DISPOSITION OF ASSET REPORT

TAYLOR COUNTY, FLORIDA

	ARD OF COUNTY COMMISSION		
FROM:	Department Name	DEPT <u>A & 5</u> Number	DATE: <u>731-12</u>
The follo	om It May Concern: owing changes have occurred in t y Record.	he property in my custody. This infor	mation should be entered on your
	Name of Item	 Room #	Make
	scanner	,	epson
	Model	Year	Serial Number
	Other Description:		
	Purchased with Grant: Yes/No?		ain reason to allow disposition below
Г		DISPOSITION DATA	
** C E	Property that is missing or unable ustodian immediately. Explanation for Disposal: (required cocation: (required)	e to locate shall be presented to the Co	ounty Commission by the Property
		the Taylor County Board of Commiss	Bion Date
d	Department Head		Chairman Signature Source County Administrator Approval



TAYLOR COUNTY, FLORIDA

O: BOARD OF COUNTY COMMISSIONERS

DEPT

DATE: 13/-12

To Whom It May Concern:
The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Room #	Make
HP Printer	Service Room	HP
Model	Year	Serial Number
1220		SG OC F13011J
Other Description:		
Purchased with Grant: Yes/No?	Yes No If 'Yes' please expl	ain reason to allow disposition below.
	— X	·
	DISPOSITION DATA	
Type of Disposition: Supplus		
-	e to locate shall be presented to the Co) MD LONGER M L Room LHENS	
Location: (required) Dervice	e room extens	ion
	the Taylor County Board of Commiss	
Department Head		Chairman Signature Park Brown County Administrator Approval
Date Removed From Asset Record	ds	Fixed Assets Manager



Department Name Whom It May Concern: following changes have occurred in the prope perty Record.		nformation should be entered on your
<u>ID</u>	ENTIFICATION DATA	
Name of Item Risograph	Room# H-Copy	Make
Model - A 500 4500	Year /	Serial Number 9/5/7340
Purchased with Grant: Yes/No?	No If 'Yes' please e	explain reason to allow disposition belo
Purchased with Grant: Yes/No?	No If 'Yes' please e	explain reason to allow disposition belo
	/ ` 	explain reason to allow disposition belo
Type of Disposition. Duplus ** Property that is missing or unable to locate	DISPOSITION DATA	
Type of Disposition: Duplus ** Property that is missing or unable to locate Custodian immediately.	DISPOSITION DATA e shall be presented to the	e County Commission by the Property
Type of Disposition: Duplus ** Property that is missing or unable to locate Custodian immediately. Explanation for Disposal: (required)	DISPOSITION DATA e shall be presented to the Dougle	
Type of Disposition. Duplus ** Property that is missing or unable to locate Custodian immediately.	DISPOSITION DATA e shall be presented to the Dougle Loom.	e County Commission by the Property Uslall
Type of Disposition: Duplus ** Property that is missing or unable to locate Custodian immediately. Explanation for Disposal: (required) Location: (required) ANNUL	DISPOSITION DATA e shall be presented to the Dougle Loom.	e County Commission by the Property Mslable mission
Type of Disposition: Duplus ** Property that is missing or unable to locate Custodian immediately. Explanation for Disposal: (required) Location: (required) ANNUAL	DISPOSITION DATA e shall be presented to the Dougle Loom.	e County Commission by the Property Mslable mission
Type of Dispositions. Duplus ** Property that is missing or unable to locate Custodian immediately. Explanation for Disposal: (required) Location: (required) ANNUAL	DISPOSITION DATA e shall be presented to the Dougle Loom.	e County Commission by the Property Malall mission Date

Date Removed From Asset Records



Clerk Asset Number: Board Asset Number:

DM: county extension	DEPT <u>Oa83</u>	DATE: <u>431-12</u>
Department Name	Number	
Vhom It May Concern: following changes have occurred in the perty Record.	he property in my custody. This inform	nation should be entered on your
Name of Item	Room #	Make
Compag Computer	Service Room	Compag
Model	Year	Serial Number
		3180465
Other Description:		
	NO	Bce #
Bush as to its Court Var Also	Yes No If 'Yes' please expla	
<u></u>	<u>DISPOSITION DATA</u>	
Type of Disposition:	plus	
** Property that is missing or unable Custodian immediately. Explanation for Disposal: (required)	e to locate shall be presented to the Co	ounty Commission by the Property
Location: (required)		Sion
APPROVED DENIED By	the Taylor County Board of Commiss	oion Date
Department Head		Chairman Signature Source Sounty Administrator Approval
		Uson M. Hill
Date Rernoved From Asset Record	 ds	Fixed Assets Manager



O: BOARD OF COUNTY COMMISSION		ber: Board Asset Number:
ROM: County extension		DATE: <u>7-31-12</u>
Department Name	Number	
To Whom It May Concern: The following changes have occurred in the Property Record.	ne property in my custody. This inform IDENTIFICATION DATA	nation should be entered on your
Name of Item	Room #	Make
Computer	Dervice Room	Dell
Model	Year	Serial Number
		4292M11
Other Description:		
Dell C	emparter	
	Yes No If 'Yes' please expl	ain reason to allow disposition below.
<u></u>	DISPOSITION DATA	
Type of Disposition: Surpl	us	
	to locate shall be presented to the Co	
Location: (required)	e Room	·
	the Taylor County Board of Commiss	sion
		Date
	_	Chairman Cinn Atom
Can Oson		Chairman Signature
Department Head		County Administrator Approval
		Learn M. Hill
Date Removed From Asset Records	 S	Fixed Assets Manager



Date Removed From Asset Records

TAYLOR COUNTY, FLORIDA

APITAL	(184)	1 1841.5996
BOARD OF COUNTY COMMISSIO	NERS Clerk Asset Num	ber: Board Asset Number:
M: lxtension	DEPT 283	DATE: 7-31-1
Department Name	Number	
·		
/hom It May Concern:		
	the property in my custody. This inform	mation should be entered on your
erty Record.	IDENTIFICATION DATA	
Name of Item	Room #	Make
to a		
Computer	service Room	Dell
Model	Year	Serial Number
	j	SOUDE 21
		59VRG31
Other Description:		
Durch and with Orant Van/Na	N T X MAN (S) X A A	
Purchased with Grant: Yes/No?	' 🔲 Yes 💢 No If 'Yes' please expl	ain reason to allow disposition belo
	·	
	DISPOSITION DATA	
Type of Disposition:	Pun	
Type of Disposition:	aus	
** Property that is missing or unab	le to locate shall be presented to the Co	ounty Commission by the Property
Custodian immediately.	0	
Explanation for Disposal: (require	1	istatue.
Location: (required) <i>\infty\UV</i>	ice Room	
APPROVED ☐ DENIED☐ B	y the Taylor County Board of Commiss	sion
,	y and paytor dearing bearta or commission	Date
}		
	-	Chairman Signature
		Strainman Signature Book
Day So	<u>~</u>	Java I William
Department Head	(County Administrator Approval
		ul 11/1
	•	- 1 <i>[M] [L.]</i>]



TAYLOR COUNTY, FLORIDA

PITAL	('C)1/	5 <u>CC39734520</u>
BOARD OF COUNTY COMMISSION	ERS Clerk Asset Numb	per: Board Asset Number:
M: Whensian	DEPT <u>283</u>	DATE: 7-31-12
Department Name	Number	
Vhom It May Concern:		
following changes have occurred in the	ne property in my custody. This inform	nation should be entered on your
erty Record.	IDENTIFICATION DATA	·
	<u> </u>	
Name of Item	Room #	Make
Projector	Pervice room	Pro Vima
Model	Year	Serial Number
	, , , ,	48F255673
		487200015
Other Description:		
	,	
Purchased with Grant: Yes/No?	Yes No If 'Yes' please expla	ein reason to allow disposition bolow
r dronased with Orant. 1 cs/140:	Tes In tes please expla	an reason to anow disposition below
	DISPOSITION DATA	
	0	
Type of Disposition:	lus	
	to locate shall be presented to the Co	ounty Commission by the Property
Custodian immediately. Explanation for Disposal: (required)	no longer	useable
Location: (required)	e poom	
APPROVED DENIED By	the Taylor County Board of Commiss	Sion Date
		Date
	_	Chairman Signature
		Analitical Signature
Jay Clan		party (Ger
Department Head		ounty Administrator Approval
	= ·= ·	ypon M. Hill
Date Removed From Asset Record	ls .	Fixed Assets Manager



O: BOARD OF COUNTY COMMISSION ROM: <u>UHUNUOU</u> Department Name	DEPT 25 Number	ber: Board Asset Number: DATE: 7.3/12
o Whom It May Concern: he following changes have occurred in t	he property in my custody. This inform	mation should be entered on your
roperty Record.	IDENTIFICATION DATA	
Name of Item	Room #	Make
monitor	service Room	Dell
Model	Year	Serial Number
Purchased with Grant: Yes/No?	☐ Yes No If 'Yes' please expla	ain reason to allow disposition below.
	DISPOSITION DATA	
Type of Disposition:	us	
	e to locate shall be presented to the Co	A
Location: (required) \(\sum{\lambda}\lambda \V \mathcal{L} \)	ce room extens	sion
APPROVED DENIED By	the Taylor County Board of Commiss	sion Date
2000		Ch air man Signature

Date Removed From Asset Records



TAYLOR COUNTY, FLORIDA Board Asset Num TO: BOARD OF COUNTY COMMISSIONERS DATE: 7-31-12 To Whom It May Concern: The following changes have occurred in the property in my custody. This information should be entered on your Property Record. **IDENTIFICATION DATA** Name of Item Make Room # SOM Model Year Serial Number Other Description: **DISPOSITION DATA** Type of Disposition: Ourplus ** Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately. Explanation for Disposal: (required) 400 Location: (required)

APPROVED DENIED By the Taylor County Board of Commission Date Chajrman Signature Department Head ounty Administrator Approval Date Removed From Asset Records Fixed Assets Manager



DISPOSITION OF ASSET REPORT TAYLOR COUNTY, FLORIDA TO: BOARD OF COUNTY COMMISSIONERS

FROM: U

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Room#	Make
Mireless Comsole	service Room	Polaris
Model	Year	Serial Number
		38451032320a
Other Description:		
Purchased with Grant: Yes/No?	Yes No If 'Yes' please expla	ain reason to allow disposition below.
Turonasca with Grant. 105/110:	Tes Million II res please explic	ant reason to allow disposition below.
	DISPOSITION DATA	
	<u>DISPOSITION DATA</u>	
Type of Disposition:	us	
** Property that is missing or unable Custodian immediately. Explanation for Disposal: (required	e to locate shall be presented to the Co	ounty Commission by the Property
Location: (required)	a Room levtense	92
APPROVED ☐ DENIED☐ By	the Taylor County Board of Commiss	sion Date
		Date
	-	
Cay Con		Chairman Signature
Department Head	6	ounty Administrator Approval
		1 ypon M. Hill
Date Removed From Asset Record	ds	Fixed Assets Manager



DATE: 7.31.12

TO: BOARD OF COUNTY COMMISSIONERS

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your ⊃roperty Record.

IDENTIFICATION DATA

N	5 "	
Name of Item	Room #	Make
monitor	service Room	
Model	Year	Serial Number
Dell		0151641804483792
Other Description:		4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Purchased with Grant: Vos/No2	T Va- M No. If IVan' places over	lain recean to allow disposition heless
Purchaseu with Grant. Tes/No?	Yes Mino II Yes please exp	lain reason to allow disposition below.
		
	DISPOSITION DATA	
Type of Disposition:	lus_	
** Property that is missing or unabl	e to locate shall be presented to the C) MO Longle U	
Location: (required)	e room	
•	the Taylor County Board of Commis	sion
		Date
Can Oson		Chairman Signature
Department Head	6	County Administrator Approval
		Typon M. Hill
Date Removed From Asset Recor	ds	Fix Assets Manager



Date Removed From Asset Records

DISPOSITION OF ASSET REPORT

TAYLOR COUNTY, FLORIDA

Whom	Department Name n It May Concern:	Number	
, ,		the property in my custody. This infor	mation should be entered on your
	Name of Item	Room #	Make
	monitor	perviceron	DELL
	Model	Year	Serial Number
			MXO 8W 23446634
(Other Description:		DIRSU
		DISPOSITION DATA	
	rpe of Disposition:		
** Cu	· · · · · · · · · · · · · · · · · · ·	le to locate shall be presented to the C	county Commission by the Property
Lo	ocation: (required)OLV	ice Room	
Al	PPROVED ☐ DENIED☐ B	y the Taylor County Board of Commis	ssion Date
	Cay Olon		Chairman Signature



Date Removed From Asset Records

DISPOSITION OF ASSET REPORT

TAYLOR COUNTY, FLORIDA

	DEPT <u>203</u> Number ne property in my custody. This inform	nation should be entered on yo
ty Record.	IDENTIFICATION DATA	
Name of Item	Room #	Make
Printer		DULL
Model	Year	Serial Number
Other Description: Purchased with Grant: Yes/No?	Yes No If 'Yes' please expla	ain reason to allow disposition
	,	
	DISPOSITION DATA	
Custodian immediately.	to locate shall be presented to the Co	
** Property that is missing or unable Custodian immediately. Explanation for Disposal: (required)	to locate shall be presented to the Co	ounty Commission by the Prope
** Property that is missing or unable Custodian immediately. Explanation for Disposal: (required) Location: (required)	to locate shall be presented to the Co	sealele

Fixed Assets Manager



FROM: MINOLTA COPIER

TO: BOARD OF COUNTY COMMISSIONERS

DISPOSITION OF ASSET REPORT TAYLOR COUNTY, FLORIDA

DEPT 0164

4615

Clerk Asset Number:

CC1020

DATE:

Board Asset Number:

7/18/2012

owing changes have occurred in y Record.	n the property in my custody. This in	tormation should be entered on
	IDENTIFICATION DATA	
Name of Item	Room #	Make
COPIER	Sports complex	mivolta
Model	Year	Serial Number
2080	98	31743104
Other Description:		
Purchased with Grant: Yes/No	DISPOSITION DATA	
ype of Disposition:SURPLUS	DISPOSITION DATA ble to locate shall be presented to the	County Commission by the Pro
ype of Disposition:SURPLUS Property that is missing or unal	ble to locate shall be presented to the	County Commission by the Pro
ype of Disposition: SURPLUS Property that is missing or unalustodian immediately.	ble to locate shall be presented to the	County Commission by the Pro
Type of Disposition:SURPLUS Property that is missing or unal ustodian immediately. xplanation for Disposal: (require ocation: (required)	ble to locate shall be presented to the	
Type of Disposition:SURPLUS Property that is missing or unal ustodian immediately. xplanation for Disposal: (require ocation: (required)	ble to locate shall be presented to the ed) MACHINE NOT WORKING	iission
Type of Disposition:SURPLUS Property that is missing or unal ustodian immediately. xplanation for Disposal: (require ocation: (required)	ble to locate shall be presented to the ed) MACHINE NOT WORKING	iission
Type of Disposition:SURPLUS Property that is missing or unal ustodian immediately. xplanation for Disposal: (require ocation: (required)	ble to locate shall be presented to the ed) MACHINE NOT WORKING	nission Date



DISPOSITION OF ASSET REPORT TAYLOR COUNTY, FLORIDA

6850

	NERS Clerk Asset Num	
M: TIS	DEPT	DATE: 10-18
Department Name	Number	
Vhom It May Concern: following changes have occurred in erty Record.	the property in my custody. This infor	mation should be entered on you
Name of Item	Room #	Make
COMPUTER	MIS DIRECTOR	DELL
Model	Year	Serial Number
GX520	2006	N/A
	DISPOSITION DATA	
Type of Disposition: SURPLUS		
Type of Disposition.	le to locate shall be presented to the Co	ounty Commission by the Property
** Property that is missing or unab Custodian immediately.		ounty Commission by the Property
** Property that is missing or unab Custodian immediately. Explanation for Disposal: (required Location: (required)		
** Property that is missing or unab Custodian immediately. Explanation for Disposal: (required Location: (required) OFF SITE APPROVED DENIED B	y the Taylor County Board of Commiss	Date Chairman Signature Mull Down
** Property that is missing or unab Custodian immediately. Explanation for Disposal: (required Location: (required) OFF SITE APPROVED DENIED B	y the Taylor County Board of Commiss	Date Chairman Signature



TO: BOARD OF COUNTY COMMISSIONERS

FROM: COUNTY EXTENSION OFFICE

Department Name

DISPOSITION OF ASSET REPORT TAYLOR COUNTY, FLORIDA

Number

DEPT

6935

Clerk Asset Number:

Board Asset Number:

DATE: 03/22/2012

The	To Whom It May Concern: The following changes have occurred in the property in my custody. This information should be entered on your Property Record. IDENTIFICATION DATA			
	Name of Item COMPUTER	Room # SEWING ROOM	Make Lo	
	Model Optiples 745	Year 7	Serial Number	
	other Description:			
	Purchased with Grant: Yes/No?	Yes No If 'Yes' please expla	ain reason to allow disposition below.	
		DISPOSITION DATA		
	Type of Disposition: SURPLUS ** Property that is missing or unable Custodian immediately. Explanation for Disposal: (required)	to locate shall be presented to the Co	ounty Commission by the Property	
	Location: (required) SERVICE			
	APPROVED DENIED By	the Taylor County Board of Commiss	ion Date	
	Department Head		thatiman Signature Some Sounty Administrator Approval	
	Date Removed From Asset Record	s ·	Fixed Assets Manager	



TO: BOARD OF COUNTY COMMISSIONERS

DISPOSITION OF ASSET REPORT TAYLOR COUNTY, FLORIDA

<u>5078</u> Clerk Asset Number:

FROM	M: COC	DEPT (2)	DATE: 37/22/	
	Department Name Number			
The fo	hom It May Concern: ollowing changes have occurred in t erty Record.	the property in my custody. This inform	nation should be entered on your	
	Name of Item Atsidace lin/10	Room# We Iran boot	Make Motrolo	
	Model	Year	Serial Number	
1	51934D \$ 3812	2000	1205IL93-2	
	Other Description:			
	Purchased with Grant: Yes/No?	Yes No If 'Yes' please expla	nin reason to allow disposition below.	
_		DISPOSITION DATA		
	Type of Disposition:	ed		
	** Property that is missing or unable Custodian immediately. Explanation for Disposal: (required	e to locate shall be presented to the Co	1	
1	Location: (required)) dive beat	,	
	APPROVED ☐ DENIED ☐ By	the Taylor County Board of Commiss	Date	
	Department Head		hairman Signature Surv ounty Administrator Approval	
_			Fixed Assets Manager	
	Data Ramoved From Asset Record	6	Ebed Assets Manager	



DISPOSITION OF ASSET REPORT

	DISPOSITION OF ASSET REPORT	Т		
	TAYLOR COUNTY, FLORIDA	22. 41		
ANTAL OF	4645	cc 3031		
TO: BOARD OF COUNTY COMMISSION	,			
FROM: The second	DEPT 206	DATE: 9/33/300		
Department Name	Number	, .		
To Whom It May Concern: The following changes have occurred in the Property Personnel.	the property in my custody. This inform	mation should be entered on your		
Property Record.	IDENTIFICATION DATA			
Name of Item	Room #	Make		
Miladada		Mark 1		
MOTABLA TILADEL		Metrola		
Model	Year	Serial Number		
	1999	NMH 6258		
Other Description:				
}				
Purchased with Grant: Yes/No?	Yes No If 'Yes' please expla	ain reason to allow disposition below		
Taronassa wan stanti 1997to.	Tes Live in res pieds expire	C allow disposition below.		
Authorized by Frant				
DISPOSITION DATA				
Type of Disposition:	eck			
** Property that is missing or unable to locate shall be presented to the County Commission by the Property				
Explanation for Disposal: (required) Tene when I seek after book				
Explanation for Disposal: (required	1 1 6 1	the part tark		
Location: (required)	ian boot (OCS)			
APPROVED DENIED By the Taylor County Board of Commission				
}		Date		
}				
}	_	hairman Signature		
0 11 10	9	RA.		
The Trum	-	fruit (12)		
Department Head		ounty Administrator Approval		
Upon M. Hill				
Date Removed From Asset Records Fixed Assets Manager				
Date Removed From Asset Record	3	I INCU Mascla Mariago		



DISPOSITION OF ASSET REPORT

TAYLOR COUNTY, FLORIDA

The state of the s	TATEOR CO	4696	CC 36260
O: BOARD OF COUNTY COMMISSION	NERS	Clerk Asset Numb	
ROM: <u>- GeC</u>	DEPT	0226	DATE: 1/32/201
Department Name		Number	/ 7—
o Whom It May Concern: ne following changes have occurred in t roperty Record.	the property in my	custody. This inform	nation should be entered on your
ropony mosora.	<u>IDENTIFIC</u>	ATION DATA	
Name of Item	, R	oom#	Make
Motorcla Headbet			Manda Motorpla
Model		Year	Serial Number
	19	99	NUN 6258
Other Description:	<u> </u>		<u></u>
Purchased with Grant: Yes/No?	Yes 🔲 No	If 'Yes' please explai	in reason to allow disposition below.
	Authoriza	d by Fren	D
	DISPO	SITION DATA	
Type of Disposition:	ed		
** Property that is missing or unable	e to locate shall be	e presented to the Cou	ınty Commission by the Property
Custodian immediately. Explanation for Disposal: (required	item wa	out econests	a divetean bootpa
Location: (required) (DLSO)	divitean	-	7
		y Board of Commission	on:
,		,	Date
		et	nairman Signature
Jess mu			mis R Bons
Department Head	······································	Z	ounty Administrator Approval
<u> </u>			1 41 11 11
		-	1 you MI. Hill
Date Removed From Asset Record	s	F	Fixed Assets Manager



DISPOSITION OF ASSET REPORT TAYLOR COUNTY, FLORIDA

2930

TO: BOARD OF COUNTY COMMISSIONERS

Board Asset Number:

FROM: Volunteer Fire

0191 **DEPT**

Department Name

Number

DATE: _6-18-2012

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item Brush Truck	Room#	Make Ford	
Model	Year	Serial Number	
	1978	F26SRCES794	
Other Description:			
St. Athe	ratire datin	ر	
Purchased with Grant: Yes/No?	Yes No If 'Yes' please expla	ain reason to allow disposition below.	
	DISPOSITION DATA		
Type of Disposition: Surplus			
** Property that is missing or unable Custodian immediately.	to locate shall be presented to the Co	unty Commission by the Property	
Explanation for Disposal: (required)	Vehicle is 34 years old	, not repairable.	
Location: (required) Salem			
APPROVED DENIED By the Taylor County Board of Commission Date			
Chairman Signature			
Cal Make Indu Som			
Department Head	<u>/</u> &	ounty Administrator Approval	
		1 yours M. Hill	

Date Removed From Asset Records

Fixed Assets Manager



DISPOSITION OF ASSET REPORT TAYLOR COUNTY, FLORIDA

Department Name Number To Whom It May Concern: The following changes have occurred in the property in my custody. This information should be entered on your property Record. IDENTIFICATION DATA Name of Item Room # Name of Item Room # VHF PAM FACTO Model FT-90 R Other Description: Broken No Longul Work CS Purchased with Grant: Yes/No? Purchased with Grant: Yes/No? DISPOSITION DATA Type of Disposition: Type of Disposition: Type of Disposition: Property that is missing or unable to locate shall be presented to the County Commission by the Propert Custodian immediately. Explanation for Disposal: (required) Broken Repair exceeds value Location: (required) DENIED By the Taylor County Board of Commission:	and a second	CC3210	5379		
Department Name Number Number Number Number Number Now It May Concern: the following changes have occurred in the property in my custody. This information should be entered on your roperty Record. IDENTIFICATION DATA Name of Item Room # Name Andi D Room # Name Serial Number ICHO 39 Z Other Description: Disposition: Disposition DATA Type of Disposition: Type of Disposition: Disposition: Disposition: Property that is missing or unable to locate shall be presented to the County Commission by the Propert Custodian immediately. Explanation for Disposal: (required) DENIED By the Taylor County Board of Commission	O: BOARD OF COUNTY COMMISSIONERS Clerk Asset Number: Board Asset Number:				
Department Name Number Number Number Number Number Now It May Concern: the following changes have occurred in the property in my custody. This information should be entered on your roperty Record. IDENTIFICATION DATA Name of Item Room # Name Andi D Room # Name Serial Number ICHO 39 Z Other Description: Disposition: Disposition DATA Type of Disposition: Type of Disposition: Disposition: Disposition: Property that is missing or unable to locate shall be presented to the County Commission by the Propert Custodian immediately. Explanation for Disposal: (required) DENIED By the Taylor County Board of Commission	ROM: EMERGENCY MANOSEMT DEPT 0229 DATE: 8-13-12				
Name of Item Name of Item Name of Item Nodel Noter Description: Purchased with Grant: Yes/No? Allowed by Srant DISPOSITION DATA Type of Disposition: Type of Disposition: Type of Disposition: Type of Disposal: (required) Extraction may be considered by the Taylor County Board of Commission Approved Item Room # Room # Nake YALESU Year Serial Number IC410 39 Z If 'Yes' please explain reason to allow disposition by the Propert Custodian immediately. Explanation for Disposal: (required) Broken Repair excreds Value Location: (required) DENIED By the Taylor County Board of Commission	Department Name Number				
Model Year Serial Number 1C410 39 2 Other Description: Broken No longul Work (S Purchased with Grant: Yes/No? Hes \square No If 'Yes' please explain reason to allow disposition by Allowed by grant DISPOSITION DATA Type of Disposition: Surplus "Property that Is missing or unable to locate shall be presented to the County Commission by the Propert Custodian immediately. Explanation for Disposal: (required) Broken Repair exceeds value Location: (required) DENIED By the Taylor County Board of Commission	he following changes have occurred in the property in my custody. This information should be entered on your roperty Record.				
Model FT-90R Other Description: Broken No longul Work (S Purchased with Grant: Yes/No? Hes No If 'Yes' please explain reason to allow disposition by Allowed by grant DISPOSITION DATA Type of Disposition: "Property that Is missing or unable to locate shall be presented to the County Commission by the Propert Custodian immediately. Explanation for Disposal: (required) Broken Repair exceeds value Location: (required) 20C Stovage APPROVED DENIED By the Taylor County Board of Commission	Name of Item	Room #	Make		
Other Description: Broken No longel works Purchased with Grant: Yes/No? Hes \ No If 'Yes' please explain reason to allow disposition be Allowed by grant DISPOSITION DATA Type of Disposition: Surplus "Property that Is missing or unable to locate shall be presented to the County Commission by the Propert Custodian immediately. Explanation for Disposal: (required) Broken Repair exceeds Nature Location: (required) 200 Storage APPROVED DENIED By the Taylor County Board of Commission	VHF HAM RADIO	EDC STOVAGE	YARSU		
Other Description: Broken No longel Work (S Purchased with Grant: Yes/No? Yes \(\text{No If 'Yes' please explain reason to allow disposition be } \) Allowed by grant DISPOSITION DATA Type of Disposition: \(\text{Surflus} \) "Property that Is missing or unable to locate shall be presented to the County Commission by the Propert Custodian immediately. Explanation for Disposal: (required) \(\text{Broken Repair exceeds Value} \) Location: (required) \(\text{Surflus} \) APPROVED \(\text{Deniety Denied} \) By the Taylor County Board of Commission	Model	Year	Serial Number		
Purchased with Grant: Yes/No?	FT-90R		10410392		
Type of Disposition: Surplus "Property that Is missing or unable to locate shall be presented to the County Commission by the Propert Custodian immediately. Explanation for Disposal: (required) Broken Repair exceeds value Location: (required) DENIED DENIED By the Taylor County Board of Commission	Other Description: Broken No longel Work KS				
Type of Disposition: Surplus **Property that Is missing or unable to locate shall be presented to the County Commission by the Propert Custodian immediately. Explanation for Disposal: (required) Broken Repair exceeds value Location: (required) DENIED DENIED By the Taylor County Board of Commission	Purchased with Grant: Yes/No? Allowed by	Yes □ No If 'Yes' please expla	ain reason to allow disposition below		
** Property that Is missing or unable to locate shall be presented to the County Commission by the Propert Custodian immediately. Explanation for Disposal: (required) Broken Repair exceeds value Location: (required) Broken Repair exceeds value APPROVED DENIEDD By the Taylor County Board of Commission					
Custodian immediately. Explanation for Disposal: (required) Broken Repair exceeds Value Location: (required) Soc Stovage APPROVED DENIED By the Taylor County Board of Commission	Type of Disposition: Sur Plus				
APPROVED DENIED By the Taylor County Board of Commission	** Property that Is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately. Explanation for Disposal: (required) Broken Repair Excrede VALUE				
APPROVED DENIED By the Taylor County Board of Commission	Location: (required) SOC Stovasc				
)	APPROVED DENIED By	the Taylor County Board of Commissi	Date		

Date Removed From Asset Records

Department Head

Fixed Assets Manager

County Administrator Approval

Chairman Signature



DISPOSITION OF ASSET REPORT TAYLOR COUNTY, FLORIDA

6313 Clerk Asset Number:

TO: BOARD OF	COUNTY C	OMMISSIONERS

FROM:

DEPT <u>0226</u> Number

DATE: 8/16/12

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Room #	Make
Generator		General
Model	Year	Serial Number
15 KW	2004	3930474
Other Description:		
A		explain reason to allow disposition below.
Allowed by gra	ant to dispose us	Sing County Procedure
	DISPOSITION DATA	
Type of Disposition Surp	lus transfer	
Custodian immediately		effective to reprint move
Last Known Location: (required	Boyd Tower	
APPROVEC ☑ DENIED□	By the Taylor County Board of Com	mission <u>2/9/12</u>
		Date
\sim		
		Chairman Signature
I wisten to	rcl	Charl K/Don.

Date Removed From Asset Recoi

Department Head

Fixed Assets Manager



TRANSFER OF ASSET REPORT TAYLOR COUNTY, FLORIDA

Clerk Asset Number: TO: BOARD OF COUNTY COMMISSIONERS Board Asset Number: DEPT: 0226 To Whom It May Concern: The following changes have occurred in the property in my custody. This information should be entered on your Property Record. **IDENTIFICATION DATA** Name of Item Make Room # Model Serial Number 3930474 Other Description: Allowed by grant to transfer assets using County Fredun TRANSFER DATA - Jack Smith -DEPT NAME: (-) IVISION OF FORESTLY - DEPT# ROOM# Explanation for Transfer: (required) Asset has been on loan for overlyear Location: (required) Doyd osing Custodian/Department Head

County Administrator Approval

@aining Custodian/Department Head

- (c) Recipient agrees to use any equipment purchased under the terms of this Agreement for the purpose for which it was intended.
- (d) Equipment purchased under the terms of this Agreement shall remain the property of the Recipient. The disposition of equipment shall be made in accordance with the Recipient's policies and procedures and applicable federal policies and procedures.

(5) **CERTIFICATIONS**

- (a) By its execution of this Agreement, the Recipient certifies that it is currently in full compliance with the Rule Chapters 27P-6, 27P-11, and 27P-19, Florida Administrative Code, Chapter 252, Florida Statutes, and appropriate administrative rules and regulations that guide the emergency management program and associated activities.
- (b) The Recipient certifies that funds received from the Emergency Management, Preparedness and Assistance Trust Fund (EMPA funds) will not be used to supplant existing funds, nor will funds from one program under the Trust Fund be used to match funds received from another program under the Trust Fund. The Recipient further certifies that EMPA funds shall not be expended for 911 services, emergency medical services, law enforcement, criminal justice, fire service, public works or other services outside the emergency management responsibilities assigned to the Recipient's Emergency Management Agency, unless such expenditure enhances emergency management capabilities as expressly assigned in the local Comprehensive Emergency Management Plan (CEMP).
- (c) The Recipient certifies that it is a participant in the most current Statewide Mutual Aid Agreement (SMAA).
- (d) By its signature, the Recipient reaffirms its certification to employ and maintain a full-time Director consistent with Rule 27P-19.002(6), Florida Administrative Code.

(6) OTHER CONDITIONS

- (a) As a further condition of receiving funding under this Agreement, following full or partial County Emergency Operation Center activation at a level equivalent to a State Emergency Operation Center level two (2) or above during the period of this Agreement, then the Recipient shall, within forty-five (45) days following the conclusion of the activation, evaluate the performance of all elements of the local emergency management program during that activation, and provide a written after action report to the Division.
- (b) Funds may not be used for items such as door prizes and gifts. Flyers and educational information to educate the public about the Emergency Management Program is allowable.
- (c) Food and beverages may be purchased for Emergency Management personnel and other personnel only if the Recipient's Emergency Operation Center or field command office is in an activated status and personnel receiving food/beverage are on duty at either of these locations. Purchases may be made only under (1) An Executive Order issued by the Governor or (2) a State of Emergency appropriately declared by local officials in response to an emergency event or threat.
- (d) Within 60 days of execution of this Agreement, the Recipient shall provide copies of any new or updated ordinances in effect which expressly address emergency management, disaster preparedness, civil defense, disasters, and emergencies or otherwise govern the activation of the local emergency management program provided in s.252.38, <u>Florida Statutes</u>.



DISPOSITION OF ASSET REPORT TAYLOR COUNTY, FLORIDA

TO: BOARD OF COUNTY COMMISSIONERS

Date Removed From Asset Records

Clerk Asset Number:

Fixed Assets Manager

FROM: PUBLIC WORKS

DEPT 0301

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Room #	Make		
PICK UP TRUCK		Ford		
Model	Year	Serial Number		
F150	2011	IFTMFICM9BFB7185		
Other Description:				
Purchased with Grant: Yes/No?	☐ Yes ☑ No If 'Yes' please expla	ain reason to allow disposition below.		
	DISPOSITION DATA			
Type of Disposition: \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \				
** Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately. Explanation for Disposal: (required)				
Location: (required) Don REID FORD NC. APPROVED DENIED By the Taylor County Board of Commission Date				
Department/Head		hairman Signature ounty Administrator Approval Woon M. Hill		
		I yson in tull		

11/28/2011 10:58:49 AM PAGE 1/001

Fax Server

LAA Tow Bill - (A) 9872971

Keys:Yes

INSURANCE **AUTO AUCTIONS**

Pick Up From:

Taylor County Board of Residence

∞587 HWY 27 E, Perry, FL 32347

County: Taylor (850) 838-3528

Stock #: 8993494

Deliver To:

Jacksonville

14492 New Kings Rd

Jacksonville, FL 32219 County: Duval

(904) 768-6500

TOWER INFO

Tower: R & J Towing - JAX

Dispatcher: Breame Wright

Mileage: 154

Towable: Yes/RWD

Loss Type: Collision Primary Damage: Unknown

Secondary Damage:

Tow Zone: 20

Tax Amount

Vehicle: 2011 FORD LGT CONVINL F

Exterior Color:

Assignment Date/Time: 11/21/2011 / 3:04PM

Release Date: 11/28/2011

Dispatch Date/Time: 11/28/2011 / 10:58AM Pick Up Date/Time: 11/28/2011 / 10:54AM

PICKUP INFO

Payment Method:

Pay At: 587 HWY 27 E

Storage Start:

Total \$0.00 Release Contact:

Call First?: No

Blocked In?: No

Storage End: Reference: 0 Tower Notes: released per brenda, vehicle is in the parking area, go in office and they will show

driver where vehicle is at, towable

<IAAI TOW 9291173#23289194 TOWDOCK>

SALVAGE PROVIDER INFO

Provider: FCCI Insurance Group - Sarasota

Adjuster: Jennifer Shiver

Owner: Taylor County Board of

Claim: C00050742-3

CHECK IN

Last 6 of VIN: B71804

VIN is: OK / Missing / Damaged / Altered

M 11 '	N 1	1 1.			П	
<u> </u>						

Exterior:

Plate #:

State:

No. of Plates:

Exterior Color:

Odometer: 444

Actual / Exceeds Mech.Limits / Not Actual / Burnt / Broken / Inoper.Digital / Exempt / Missing

Condition: C/P/F/B

Primary Damage:

Starts: Y / N / Jump / Can't Test

Secondary Damage: Run & Drive: Y / N

Teardown

Headlamps

Tail Lamps

of Wheels

Wheel Type

Spare

Decklid/Tailgate

Shrink Wrap: Y/N

Interior:

Radio Face Plate Y/N Radio P/M/NA **CD Player** P/M/NA P/M/NA

CD Changer Cassette **DVD Player**

P/M/NA P/M/NA P/M/NA P/M/U/NA

Navigation Driver Airbag Passenger Airbag

Lt Side Airbag

Rt Side Airbag

DVD Screen

D/I/M/N D/I/M/N D/I/M/N D/I/M/N

Mechanical: Battery Engine

P/M/D/NA P/M/D/NA Transmission P/M/D/NA

Y/N

P/M/NA

P/M/NA

P/M/NA

of Tires

Standard / Alloy

Custom / Missing

P/M/U/NA Personals:

Other:

Keys

Key Fob

Make Keys

Front Bumper Covers

Rear Bumper Covers

Other Missing Parts:

P/M/NA

P/M/NA

Y/N

Y/N

Y/N

Date Of Pick Up:

Time Of Pick Up:

Shop Initial:

Tower Initial:

6

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO CONSIDER PAYMENT OF INVOICE IN THE AMOUNT OF \$25,000, FOR EMERGENCY MEDICAL SERVICES (EMS) FOR THE MONTH OF AUGUST, 2012, AS REQUESTED BY DOCTORS' MEMORIAL HOSPITAL (DMH).

MEETING DATE REQUESTED:

SEPTEMBER 4, 2012

Statement of Issue: Doctors' Memorial Hospital has requested payment for EMS service provided to the County for the month of May.

Recommended Action: Approve payment of invoice

Fiscal Impact: \$25,000.00

Budgeted Expense: Yes

Submitted By: Doctors' Memorial Hospital

Contact: General Accounting (850) 584-0800

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Options:

Attachments: Invoice #0127



INVOICE

Board of County Commissioners Attn: Jack Brown 201 East Green Street Perry, FL 32347 Invoice Number: 0127 Invoice Date: August 15, 2012

Invoice for Emergency Medical Services for Taylor County for August 2012.

Please remit \$25,000.00

Please send payment to:

Doctors' Memorial Hospital, Inc. P.O. Box 1847

Perry, FL 32348

Attention: General Accounting

\$ 25,000,000

BY: _

DATE: 9/4/12

ACCT#: 0240 - 53401

ACCT NAME: EMS

Thank You!

_		$\overline{}$
7	_	1
\	_	<i>IJ</i>

TA	YLOR COUNTY BO	ARD OF COMMISSIONERS	
		nission Agenda Item	
SUBJECT/TITLE:			
	support from the Board submitted to USDA Rur requesting funding assis Medical Plaza and upgr systems at DMH and th	pital, Inc. (DMH) respectfully request of of Commissioners for grant applicated ral Development Community Facilitie stance for replacement of the roof a rades and repairs to the heating and the DMH Medical Plaza.	tion being s Program t the DMH
Meeting Date:	September 4, 2012		
Statement of Issue:	Facilities Program and \$210,357. The funds a DMH Medical Plaza, a	int application to USDA Rural Developm is requesting funding assistance in the a re being requested for replacement of the and repairs and upgrades to the heating and the DMH Medical Plaza.	amount of e roof at the
Recommendation:	Respectfully reques	sting a letter of support from the B	loard.
Fiscal Impact: \$	Grant request will be for \$210,357	Budgeted Expense: Yes N	lo N/A X
Submitted By:	Geri Forbes, Interim	CEO	
Contact:	Geri Forbes, Interim	CEO 584-0885	
	SUPPLEMENTAL MA	TERIAL / ISSUE ANALYSIS	
History, Facts & Iss	the estimated consystems at DMF upgrades. One working. These \$94,470. The to letter of support	tors' Memorial Hospital needs to be rost for this is \$115,887. The heating H and the DMH Medical Plaza needs of the compressors at DMH is current repairs and upgrades have an estimated cost for the project is \$1 from the County and the City of Period attachment to the grant application.	and cooling repairs and ntly not nated cost of \$210,357. Arry is a

· Options:	Approve requested letter of support	
	2. Deny request	
Attachments:	1. Proposed letter of support	
, , , , , , , , , , , , , , , , , , , ,	Proposed budget for project	
	2.	



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 JACK R. BROWN, 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 167 Perry, Florida 32348 (850) 584-6113 Phone (850) 584-2433 Fax

September 4, 2012

United States Department of Agriculture Rural Development 971 W. Duval Street, Suite 190 Lake City, Florida 32055

Re: Doctors' Memorial Hospital USDA Rural Development Application

To Whom It May Concern:

Please accept this letter of support for the application Doctors' Memorial Hospital is submitting to the USDA Rural Development Grant/Loan program requesting funding assistance to repair the roofing system at Doctors' Memorial Medical Plaza and upgrades and repairs of the heating and cooling systems at Doctors' Memorial Hospital and Doctors' Memorial Medical Plaza. These repairs and upgrades are desperately needed for effective and cost efficient operations of both facilities. Doctors' Memorial Hospital has worked very hard this past year to remain financially sound and provide the best patient care possible.

Doctors' Memorial has faced economic hardships the past few years and is in great need of funding assistance through the USDA Rural Development Community Facilities Program.

Thank you for your consideration of their application.

Sincerely,

Patricia Patterson
Taylor County Board of County Commissioners

USDA Rural Development Community Facilities Program Doctors' Memorial Hospital, Inc. Proposed Budget

Repairs to Roof at Doctors' Memorial Inc. Medical Plaza

ESTIMATED COST \$115,887.00

Scope of work includes the cleaning and preparation of existing roof and installation of Sealoflex water proofing system. Ten year warranty included.

DDC Controls Upgrade at Doctors' Memorial Inc. Medical Plaza ESTIMATED COST \$42,524.00

Scope of work includes install and program #1 Central network panel, zone digital temperature sensor, zone humidity sensor, provide and install controllers for constant volume with zone sensors, RTU-1 through RTU-6. Provide and install RTU-7, two stages of cooling in RTU-7 zone sensors for three stages of reheat per zone, RTU-8, two stages of cooling in RTU-3 zone sensors for two stages of reheat per zone, and RTU-9 two stages cooling in RTU-3 zone sensor for two stages reheat. Install duct humidity sensors in RTU-7, 8 and 9. Install interlock exhaust fans 5 and 6, reuse existing communications wiring, and install and program two Box Controllers with new digital room sensors.

2 Ton Carrier Condenser Replacement at Doctors'

ESTIMATED COST \$20,692.00

Memorial Medical Plaza

Scope of work to include disconnect refrigerant piping and remove defective condensing unit, install new condenser and reconnect piping, check for any leaks, and pull the required 500 micron vacuum. Also install new R-22 refrigerant and return unit to normal operation. All work to be in compliance with Clear Air Act of 1990.

Repairs and upgrades to Doctors' Memorial, Inc.

ESTIMATED COST \$31,254.00

Heating and Cooling System, Chiller #3 - Compressor #1, Screw Compressor Replacement.

Scope of work,

Replace compressor on circuit #1 and oil separator as Per McQuay specification. Complete scope of work includes all prep work for removal of the defective compressor, removal of defective compressor, install new suction canister and ball valves for isolation of felt drives to catch any debris in the evaporator, remove core driers and install new ones in the liquid line canister, and add ball valves. Install new oil filter, set and reconnect new compressor. Add new POE oil, pull 500 micron vacuum on circuit, change circuit, and log the circuit. All to be in compliance with Clear Air Act of 1990. Return after 25 run hours and replace core drivers to ensure clean system.

TOTAL ESTIMATED COST AND PROJECTED BUDGET: \$210,357.00

	TAYLOR COUNTY BOARD OF COMMISSIONERS
	County Commission Agenda Item
SUBJECT/TITE	DE:
Meeting Date:	9/4/12
Statement of Is	ssue: DISCUSS COUNTY MEMBERSHIP IN
VARIOUS	PROFESSIONAL ORGANIZATIONS
	Z 15 MINUTES
Recommendati	ion:
Fiscal Impact:	\$ Budgeted Expense: Yes No N/A
Submitted By:	BOBIZOOT, OPR ENTERPRISES, INC. (AGENDERS
Contact:	850-672-4221 Czic
	SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS
History, Facts	& Issues:
Options:	1
	2
Attachments:	1
	2

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE: SCOTT FREDERICK TO PROVIDE AN UPDATE TO THE BOARD ON PAYLOR COUNTY DEVELOPMENT AUTHORITY ACTIVITIES FOR THE MONTHS OF JUNE AND JULY, 2012.



MEETING DATE REQUESTED: SEPTEMBER 4, 2012

Statement of Issue:

TCDA DIRECTOR TO PROVIDE AN UPDATE ON

ACTIVITIES

Recommended Action:

Fiscal Impact:

N/A

Budgeted Expense:

N/A

Submitted By:

SCOTT FREDERICK

Contact:

850-584-5627

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Options:

Attachments:

ACTIVITY REPORTS

PRESENTATION

Taylor County Development Authority

Quarterly Activity Report Scott Frederick, Director Lavonne Taylor, Assistant

Board of Directors

Jim Bassett, Chairman Fred Morgan Emily Ketring, Mayor

rman Thomas Demps, Vice Chairman organ Rudolph Parker Mayor Clay Bethea Mark Wiggins, County Commissioner

Current Active Projects

- * Project Phoenix......Announced location in Taylor County August 28, 2012
- * Project Omega.....On going dialogue with project leaders
- * Project Deidra.....Currently in site selection process
- * Project Distribution....Project leader in discussion with client company
- * Project Grace..... Initial visit scheduled for September
- * Project Sweetwater... Ongoing discussion with principal partners
- * Project Solar...........Withdrew land option/project terminated
 - * Loss two State related aviation projects, Project Charlie and Project March due to runway length(1,000 feet to short)
 - * Project Weaver and Project Woodmat due to lack of rail
- * Project Ireland......Ongoing communications
- * Project Orange......Ongoing dialogue with principals

Current Initiatives

- * Video of Hwy 19
- * Quarterly Taylor County Realtors Seminars
 - * To assist in developing an inventory of existing land and buildings
- Hosted ABC"s of Global Exporting Seminar
- * Hosted Candidates Forum
- * Launched Existing Industry Program
 - * RDS
 - * Thule
 - * Chemring
 - * Snyder-Lance
 - * American Aluminum
 - * Buckeye
 - * Process of preparing new website for launch
 - * Currently preparing analysis for animated YouTube video marketing

Current Initiatives Continued

- * Interviews with NY Times and Tampa Tribune
- * Working closely with Sheryl Rehberg, Executive Director North Florida Workforce
- * Meeting with David Dunkle, Project Specialist and Grants Manager Taylor Technical Institute
- * Meeting with international and domestic engineering firms to discuss current infrastructure to Chemring Ordnance
- * Meetings with National Developers
- * Meetings with National and International site selection consultants

Networking

- Attend annual Florida Economic Development Council Conference in Tampa, FL
- * Attend annual Southern Economic Development Council Conference in Myrtle Beach, SC
- * Attend International Economic Development Council Conference in Houston, TX
- * Join State of Florida Business development Fund
- * Attend Consultants Forum in Jacksonville, FL
- Health Care workforce development
- * Enterprise Florida
- * Florida Department of Agriculture
- * Florida Department of Economic Opportunity
- * SRWMD
- * NFEDP



TCDA

June 2012

Director's Activity Report

- Meeting with Andy Jackson to discuss potential land sale of property on Hwy 19
- Host ABCs of Global Exporting with Larry Bernaski, state of Florida presenting at Perry-Foley Airport.
 The seminar attracted approximately 25 individuals
- Meeting with prospect to discuss potential warehouse and distribution opportunity
- Attend airport terminal dedication in Lake City, Florida
- Meet with Project Phoenix principals to obtain updates and project status.
- Meeting with New York Times reporter at Perry-Foley Airport to discuss strategic plan
- Attend Chamber board retreat, deliver economic development presentation combined with showing the Hwy 19 video, and discussed solutions to improve the corridor
- Meeting with prospect in Tallahassee to discuss potential medical project
- Meeting with TCDA attorney Mike Smith to discuss TCDA property at airport
- Meeting with Passero and Assoc. in Jacksonville to discuss TCDA airport property
- Business retention and expansion visit and plant tour with American Aluminum
- Prospect meeting with Bob Brown, city manager, to discuss potential sites on Hwy 19
- Attend State of Florida Economic Developers Association annual meeting in Tampa, Florida
- Approval to move forward with TCDA sponsored candidate forum, scheduled for July 19th
- Receive bids for website development and YouTube broadcasting composition.
- Appear before County Commission to present marketing and business development funding request of \$60,000, which was approved by vote of 5-0
- 2012 budget preparation and submission to the County Financial Director
- Meeting with Forest Capital Hall committee to discuss renovations to the property
- Meeting with representative from Hatch Mott MacDonald to discuss infrastructure considerations, for an existing industry, relative to water requirements
- Meeting and plant tour of Murphy Citrus Nursery, Inc. to discuss expansion possibilities
- Meeting with Mike Connors to discuss signage at Regional Employment Center
- Teleconference with Dr. Pruitt Jr. to arrange meeting regarding marina
- Arrange video recording of this month's candidates forum, scheduled for July 19th
- Meet with website principal to discuss website content, action plan, and launch date





- Research TCDA property at airport, last appraisal in 2011, at \$54,510
- Follow up with technology firm in Ireland, regarding possible Florida location
- Meeting at TCDA offices with Project Omega team, to discuss their management team
- Meeting with utilities company out of Tallahassee to discuss infrastructure capabilities





TCDA July 2012 Director's Activity Report

- Conference call with Peter Wallace, attorney for Dr. Clayton Pruitt Jr.
- Conference call with Phillip Wilkerson of Healthcare Workforce Network
- Meeting with Steve Burley, Florida Virtual Entrepreneurial Center
- Meeting with Project Orange
- Meeting with Project Distribution
- Meeting with Project Deidra in Tallahassee
- Meeting with Main Street City Manager and FEMA
- Prospect phone conference
- Meeting with Chemring and Hatch, Mott, MacDonald
- Taylor County Board of County Commission meeting
- Hosted 2012 Candidates Forum
- Meeting with Project Orange
- Meeting with web designer and Bo Taff
- Phone conference with Project Phoenix executives
- Attended Main Street meeting
- Attended Perry City Council Meeting
- Meeting in Tallahassee with Bo Taff to discuss infrastructure
- North Florida Economic Development Partnership meeting in Lake City
- Provided a letter of Support to Dan Simmons, Public Relations Manager of Buckeye
- Meeting with Progress Energy to discuss Project Phoenix
- Meeting with Conner Signs to discuss designs for City and County
- Meeting with North Florida Hospital Association



TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

LL.

THE BOARD TO CONSIDER APPROVAL OF EASEMENT REQUEST FROM BIG BEND WATER AUTHORITY FOR PARCEL 100001-000 PENDING RECEIPT OF EXECUTED QUIT CLAIM DEED, AS REQUESTED BY THE BIG BEND WATER AUTHORITY.

MEETING DATE REQUESTED:

SEPTEMBER 4, 2012

Statement of Issue:

BBWA HAS REQUESTED AN EASEMENT FROM THE

COUNTY

Recommended Action:

APPROVE UPON RECEIPT OF EXECUTED QUIT CLAIM

DEED

Fiscal Impact:

N/A

Budgeted Expense:

N/A

Submitted By:

JACK BROWN

Contact:

850-838-3500x7

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Big Bend is requesting the Board approve and execute the attached easement. Please see the attached documents. A concern of the administrator is how can we protect ourselves from lawsuits from issues created by utilities.

On the Property Appraiser's GIs System parcel, 100001-000 still shows up as being owned by Steinhatchee Shores **LLC**. I spoke with Bruce Ratliff regarding this, and he did some research. It appears from his initial investigation that parcel number 100001 - 000 still hasn't been deeded to us. This needs to be resolved prior to executing the easement for 100001 -000.

Options:

APPROVE/DISAPPROVE/AMEND

Attachments:

EASEMENT FOR PARCEL 100001-0000

Prepared by and Return to: Chasity H. O'Steen, Esq. Sniffen & Spellman, P.A. 123 North Monroe Street Tallahassee, Florida 32301

Parcel Number: 260909-10001-000

NON-EXCLUSIVE CONSTRUCTION AND UTILITY EASEMENT

THIS EASEMENT is made, granted and entered into this ______day of ______, 2012, by TAYLOR COUNTY, FLORIDA, a Political Subdivision of the State of Florida (Property Owner, hereinafter referred to as "Grantor"), whose address is Post Office Box 620, Perry, Florida 32348, in favor of the BIG BEND WATER AUTHORITY, a public body and legal entity created by interlocal agreement pursuant to Part I of Chapter 163, Florida Statutes (hereinafter referred to as "Grantee"), whose mailing address is P.O. Box 670, Steinhatchee, Taylor County, Florida 32359.

WITNESSETH

That Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) in hand paid by the Grantee and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant to Grantee, its successors and assigns, a non-exclusive construction and utility easement (the "Easement") in, on, over, under, above, across, within and through the following described lands lying, situate and being in Taylor County, Florida (the "Easement Premises"):

That portion of Lot 6 of Block 97, Steinhatchee Subdivision, a plat of said subdivision being on record in the Office of the Clerk of the Circuit Court of Taylor County, Florida.

Grantor agrees and acknowledges that this Easement conveys upon Grantee the following rights and privileges subject to the conditions set forth below:

- (a) Grantee shall have the perpetual right to construct, install, connect, operate, maintain, patrol, inspect, test, alter, improve, repair, replace, substitute, resize, rebuild, relocate and remove (collectively, the "BBWA Operations") a public wastewater grinder pump station, collection lines, electrical service lines, panels, connection devices, all related components thereof and any additional utility facilities necessary to provide wastewater service to the Easement Premises (collectively, the "BBWA Equipment"). Grantor hereby expressly acknowledges that the BBWA Equipment is comprised of above-ground, surface and subsurface components.
- (b) The BBWA Equipment shall be located, and BBWA Operations shall be engaged, in, on, over, under, above, across, within and through the Easement Premises as a temporary

construction easement for workspace during the initial construction and installation of the BBWA Equipment ("Temporary Construction Easement").

- (c) The Temporary Construction Easement rights acquired by Grantee are the temporary right and privilege to use the Easement Premises as work space for movement, storage and staging of personnel, materials, supplies and equipment, ingress and egress, for the purpose of constructing, installing, inspecting and testing the BBWA Equipment, which scope of work may involve the abandonment of an existing septic tank on the Easement Premises. The rights and privileges granted to Grantee under this Temporary Construction Easement shall commence upon the recording of this Easement ("Commencement Date") and shall terminate and expire upon the earlier of the passage of twenty-four (24) months after the Commencement Date, or the date on which Grantee completes the initial construction and installation of the BBWA Equipment.
- (d) Once Grantee has completed the initial construction and installation of the BBWA Equipment, this Easement shall be limited to a radius of Ten Feet (10') around the wastewater grinder pump station and within a corridor being Ten Feet (10') in width and lying equally on both sides of all BBWA Equipment situated on the Easement Premises. Grantee agrees not to install the BBWA Equipment under, over or through Grantor's residence or other permanent structures, and Grantee shall in no way be responsible to maintain Grantor's private plumbing or electrical systems. At any future time Grantee may, at its sole election and expense, survey the actual location of the BBWA Equipment and record a metes and bounds description thereof, which thereupon shall be deemed to be a part hereof as though it was originally incorporated herein.
- (e) Grantee shall have the right to upgrade the quality and type of BBWA Equipment.
- (f) Grantee shall have the right to clear trees, limbs, undergrowth and other physical objects that, in the judgment and sole discretion of Grantee, endanger or interfere with the safe, sanitary and efficient operation of the BBWA Equipment.
- (g) Grantor agrees not to cause any future buildings, structures or obstacles to be located on the Easement Premises that unreasonably interfere with Grantee's use of this Easement. Grantor hereby expressly agrees and acknowledges that it shall assume all risk of loss or damage to any such object that must be removed from the Easement Premises, as well agreeing to bear the cost of such removal.
- (h) If Grantor's future development of the Easement Premises necessitates relocation of the BBWA Equipment, Grantor agrees to execute an amendment of this Easement to reflect the location of the relocated BBWA Equipment and pay all costs of relocating the BBWA Equipment, unless specifically released from paying said costs by Grantee.
- (i) Grantee shall have the reasonable right to enter upon the Easement Premises for the purpose of exercising the rights and privileges herein granted.

- (j) Grantee promises and agrees to use reasonable care to prevent damage to Grantor's property while exercising the rights and privileges bestowed in this Easement. To the extent that Grantee disturbs the surface area of the Easement Premises while exercising its rights and privileges hereunder, Grantee will restore the surface of the Easement Premises as near as reasonably possible to the same condition that existed before the disturbance occurred.
- (k) Grantee shall have all other rights and privileges reasonably necessary, convenient and incidental for the safe, sanitary and efficient operation and maintenance of the BBWA Equipment and for the use and enjoyment of the Easement for the purposes described herein.
- (1) This Easement, and all rights, benefits, obligations and restrictions contained herein shall run with the land and bind and burden Grantor, Grantee, and their successors and assigns.

Grantor hereby covenants with Grantee that it is lawfully seized and in possession of the real property described above and that it has good and lawful right to grant the aforesaid Easement for the Easement Premises.

IN WITNESS WHEREOF, Grantor has hereunto set its hand as of the date first above written.

Signed, sealed and delivered	GRANTOR:
in the presence of:	
Attest:	By:
By: Annie Mae Murphy	Chairman, Board of County Commissioners
Clerk of Court, Taylor County, Florida	Taylor County, Florida

BIG BEND WATER AUTHORITY
1313 1st Ave SE, P O Box 670
Steinhatchee, FL 32359
(352)498-3576
FAX (352)498-3624
bbwa@bellsouth.net

URGENT NOTICE!!!

Big Bend Water Authority (BBWA) has applied for funding from the United States Department of Agriculture Rural Development (USDA) to pay for the expansion of BBWA's existing sewer system to serve additional utility customers (Expansion Project). The Expansion Project is intended to phase out septic tanks along the Steinhatchee River. The geographical area of the Expansion Project includes Jena in Dixie County (Stewart City area) and Steinhatchee in Taylor County along the river from Granger Drive to 1st Ave NW (collectively, Expansion Project Area). Your property is located in the Expansion Project Area.

To provide sewer service to property in the Expansion Project Area, BBWA will need to install a sewer line and grinder pump station on each affected parcel of property (BBWA Facilities), and the septic tanks on those properties will be filled in. The property owners who participate in the Expansion Project will start receiving a monthly sewer bill, calculated based on water usage, once the BBWA Facilities have been installed and the BBWA is prepared to provide sewer service to the properties.

Money obtained from the USDA and from the Suwannee River Water Management District will be used to pay for the costs of the Expansion Project, including infrastructure costs, connection fees and taking septic tanks off-line. Property owners in the Expansion Project Area who voluntarily connect to the BBWA sewer system as part of the Expansion Project will not incur any costs associated with connecting to the system until BBWA begins providing sewer service to their property and customers begin paying for monthly sewer service.

The BBWA must obtain an easement from each property owner who wishes to participate in the Expansion Project so that the BBWA is authorized to install the BBWA Facilities. An easement providing for access to your property is enclosed. The BBWA must obtain and record the easements for property within the Expansion Project Area quickly to meet USDA deadlines and obtain the grant and loan money necessary to fund the Expansion Project. Please return the enclosed executed easement as soon as possible, as time is of the essence, to BBWA at the address above, participate in the Expansion Project and avoid the costs of connecting of the BBWA sewer system.

What can happen if you do not participate in the Sewer Upgrade Project and your property is located in Phases 1,2 or 3.

You will be subject to the following.

- 1. BBWA has the authority to charge a READY TO SERVE fee. (Which is estimated at \$32.00 a month, the minimum actual sewer bill is \$41.57)
- 2. If your septic system fails and needs to be repaired or replaced and your property is within 300 feet of a sewer line the Florida State Health Dept. WILL NOT issue a permit to do so. You will have to hook into the sewer system at a COST TO YOU. (sewer hook up fee is \$6500.00 at this time)

We hope you will participate in this project, we have had a great positive response to this project and many of your neighbors have already signed and returned their easements to receive this opportunity for a NO COST HOOK UP. Your support will help this community in keeping our river and bay in its pristine condition for now and our future generations to come.

If you do not want to participate in this project please read and sign the ACKNOWLEDGEMENT and REFUSAL letter enclosed and return to the above address.

if you do not return the ACKNOWLEDGEMENT and REFUSAL letter, we assume you do not want to participate in this program.

Mark Reblin

BBWA Interim General Manager

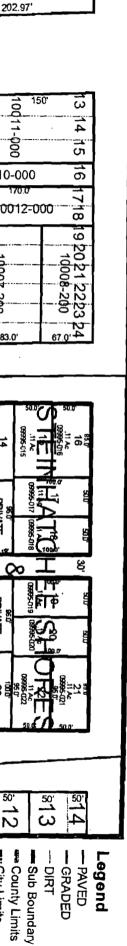
ACKNOWLEDGMENT AND REFUSAL

ner of real property located in						
do hereby						
n about the Big Bend Water Authority						
States of Agriculture Rural Development						
isting sewer system to serve additional						
to provide sewer service at my above-						
that I have been provided with an						
ject, but I hereby refuse to participate in						
ent that would be necessary for BBWA to						
•						
ed property.						
I hereby acknowledge that I will be responsible for payment of BBWA charges and fees, including the sewer connection charge, when I connect to the BBWA sewer system in the future.						
PROPERTY OWNER						
PROPERTY OWNER						
PROPERTY OWNER						

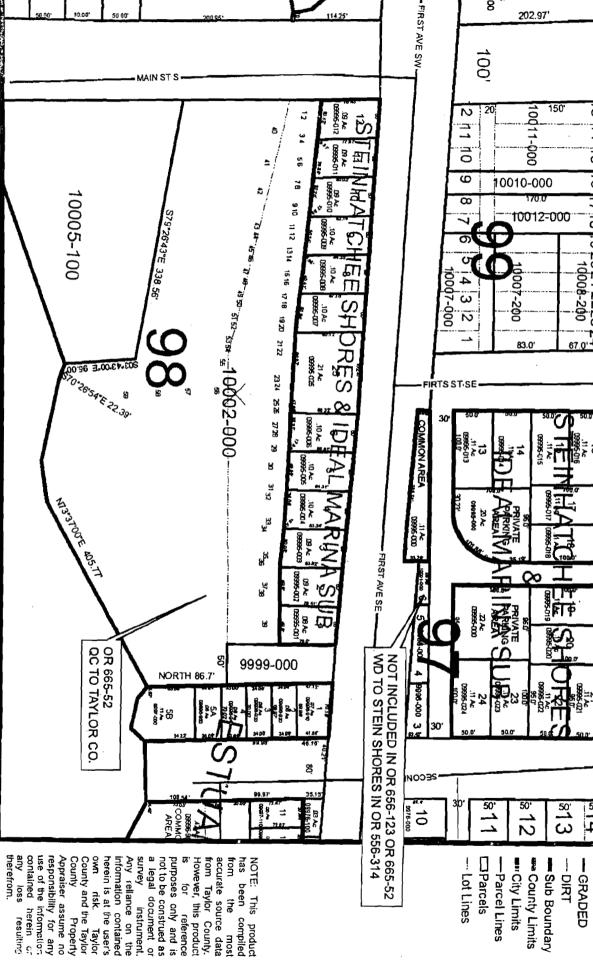


Taylor County Property Appraiser Bruce A. Ratliff

For Assessment Purposes Only www.taylorcountypa.com



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However, this product accurate source data NOTE: This product has been compiled from Taylor County. reference

Property

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Feet 120

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

THE BOARD TO CONSIDER APPROVAL OF BIG BEND WATER AUTHORITY'S REQUEST TO AMEND THE NUMBER OF DAYS REQUIRED FOR NOTICE (MATERIALS TO BE PROVIDED).



MEETING DATE REQUESTED: SEPTEMBER 4, 2012

Statement of Issue:

THE BOARD TO CONSIDER BBWA'S REQUEST

Recommended Action: APPROVE/DISCUSS

Fiscal Impact:

N/A

Budgeted Expense:

N/A

Submitted By:

JACK BROWN

Contact:

850-838-3500x7

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Options:

APPROVE/NOT APPROVE

Attachments:

12

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board to discuss RFP's received for Program Administrative Services for the FFY 2012-2013 Community Development Block Grants(s) and Related Programs.

MEETING DATE REQUESTED:

September 4, 2012

Statement of Issue: The Board received RFP's at the August 6, 2012 Board

meeting. Grants staff is requesting the Board to discuss based on additional information to be requested from the top two firms and/or if the Board's preference would be to have the top two firms give presentations at an upcoming Board meeting as the ranking by the review committee reflects a tie. The top two firms were Guardian Community Resources Management, Inc. in Lakeland and Jordan & Associates Municipal Consultants in Orange Park. Also, to discuss if there is a need to award the RFP at this time.

Recommended Action: Board to discuss measures to take moving forward with a

decision to award a contract to a firm to provide Program Administration Services for the Community Development

Block Grants(s) and Related Programs.

Fiscal Impact: The administrative fees are to be paid for with grant award funds.

Budgeted Expense: Y/N Not Applicable

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The Board received Request for Proposals (RFP) August 6,

2012 for CDBG and Related Program Administrative Services. RFP's were received from the following:

Guardian Community Resource Management Inc.-Lakeland

DPB/Lewis MBE Consultants – Tallahassee

Jordan & Associates Municipal Consultants- Orange Park

The review committee was Dustin Hinkle, Danny Griner, and Melody Cox. DPB/Lewis has very limited experience and was ranked considerably lower then the other two firms. Guardian Community Resource Management and Jordan & Associates rankings were a tie by the review Grants staff has several questions about the committee. two firms fees and as to what the firms local presence will be in reference to working with program applicants and contractors. Also, neither firm clearly indicated what the fees would be to administer SHIP if there is future funding in the program. The SHIP Program was not funded by the State for FY 2012-2013 and the County will soon be expending remaining SHIP funds available at this time. The CDBG grant will be submitted prior to October 1 and the County should tentatively know the results of the application in December 2012 with a contract being awarded in January 2013.

Attachments: Ranking Sheets, Taylor County Request For Proposal as advertised, and RFP's submitted by top two firms.

CDBG and Related Program RFP Bid Committee Score Sheet

AVERAGE OF SCORES

8/6/2012

Company	Profile 10 Possible Points	Staff Experience 25 Possible Points	Program Experience 25 Possible Points	Approach /Leveraging Strategies 20 Possible Points	References 10 Possible Points	Fees 5 Possible Points	Minority Certification 5 Possible Points	Public Entity Statement Provided	Total Points Scored
Jordan & Associates/Orange Park.									84
DPB Lewis/Tallahassee								ļ	53
Guardian Community Resource/Lakeland	<u> </u>					ļ		ļ	84
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Profile

Staff

Fees MBE/WBE/DBE

References

Scoring will emphasize management, organization, history, and variety and level of local government services.

Experience

Scoring will emphasize expertise, specific project examples including CDBG, variety of professional backgrounds, certifications and skills.

Approach and Leveraging Strategy

Scoring will emphasize direct program experience and success with a variety of programs including CDBG. Scoring will empasize project approach and proven leveraging stategies implemented and/or managed by the team for local

government clients including CDBG.

Scoring will emphasize quality of references.

Scoring will emphasize proposed fee, rates, and level of service in relation to proposed fees.

Scoring will award points for certifies MBE/WBE businesses. Documentation regarding certification must be submitted with proposal.

Bid Committee Members:

Dustin Hinkle Danny Griner Melody Cox

CDBG and Related Program RFP Bid Committee Score Sheet

8/6/2012

Company	Profile 10 Possible Points	Staff Experience 25 Possible Points	Program Experience 25 Possible Points	Approach /Leveraging Strategies 20 Possible Points	References 10 Possible Points	Fees 5 Possible Points	Minority Certification 5 Possible Points	Public Entity Statement Provided	Total Points Scored
DPB/Lewis	4	18	10	15	5	3	5	NO	60
Guardian	7	20	25	20	10	4	5		91
Jordan LASSOC.	3	20	25	20	10	4	6		87
				-	1			-	

Profile Staff Scoring will emphasize management, organization, history, and variety and level of local government services.

Staff S Experience S

Approach and Leveraging Strategy

Scoring will emphasize expertise, specific project examples including CDBG, variety of professional backgrounds, certifications and skills. Scoring will emphasize direct program experience and success with a variety of programs including CDBG.

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Bid Committee Members:

Dustin Hinkle Danny Griner Melody Cox

References

Fees MBE/WBE/DBE

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CODO and neigted Program **RFP Bid Committee Score Sheet**

8/6/2012

Сотрапу	Profile 10 Possible Points	Staff Experience 25 Possible Points	Program Experience 25 Possible Points	Approach /Leveraging Strategies 20 Possible Points	References 10 Possible Points	Fees 5 Possible Points	Minority Certification 5 Possible Points	Public Entity Statement Provided	Total Points Scored
		24	25	16	10	5	0	Y	89
Jordan + Associações DPB / Lewis Cardian	Ь	20	15	10	5	/	5	N	62
Guardian	6	22	23	20	9	5	5	Υ	90
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Profile Staff

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Experience

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Approach and Leveraging Strategy

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government clients including CDBG.

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References Fees

Scoring will emphasize proposed fee, rates, and level of service in relation to proposed fees.

MBE/WBE/DBE Scoring will award points for certifies MBE/WBE businesses. Documentation regarding certification must be submitted with proposal.

Bid Committee Members:

Danny Griner

Melody Cox

8-9-2012

CDBG and Related Program RFP Bid Committee Score Sheet

8/6/2012

Company	Profile 10 Possible Points	Staff Experience 25 Possible Points	Program Experience 25 Possible Points	Approach /Leveraging Strategies 20 Possible Points	References 10 Possible Points	Fees 5 Possible Points	Minority Certification 5 Possible Points	Public Entity Statement Provided	Total Points Scored
Jordan - association	10	20	31	13	10	3_	0	/	77
Jorden - association DPB Lewis	5	10	10	5		3	5	No	38
Guardian Community	8	20	18	10	า	4	5	V	72
Guardica Community Resource				<u> </u>			<u> </u>		
					1	1			
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Profile Staff Scoring will emphasize management, organization, history, and variety and level of local government services.

Scoring will emphasize direct program experience and success with a variety of programs including CDBG.

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Scoring will emphasize expertise, specific project examples including CDBG, variety of professional backgrounds, certifications and skills.

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Scoring will award points for certifies MBE/WBE businesses. Documentation regarding certification must be submitted with proposal.

Bid Committee Members:

Dustin Hinkle Danny Griner Melody Cox

References

Fees MBE/WBE/DBE

meledy las



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 JACK R. BROWN, 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 167 Perry, Florida 32348 (850) 584-6113 Phone (850) 584-2433 Fax

Taylor County Request For Proposals (RFP) Program Administration Services FFY 2012-2013 Community Development Block Grant(s) and Related Programs

Taylor County requests proposals from individuals or firms to provide administrative services for grant/loan funded projects for community and economic development. The County anticipates applying for a \$750,000 Florida Small Cities Community Development Block Grant (CDBG) Regular Category Grant (Neighborhood, Housing or Commercial) and other categories such as Economic Development or Disaster Recovery as may be appropriate to the County's needs. Proposers may submit for all or one or more categories separately. Similarly, additional services may be included in separate contract(s) for services on an ongoing basis (up to three years) to be covered by other grant, loan or traditional funding sources at the discretion of the County BOCC. Such sources of funding shall be sought, developed, and managed by the selected consultant(s), as applicable and available. Such sources of funding may include, but not FEMA, FDEM, USDOC Economic Development Administration Grants, USDA Rural Development Grants and Low-Interest Loans, Department of Environmental Protection Grants and Low-Interest Loans, Special Appropriations and other applicable grant and low-interest loan funds through the Federal, State, or public sources, which may be applicable to the County's needs.

The project(s) for which services are requested, and for which CDBG and other public program funds shall be utilized, maybe generally described as follows: housing rehabilitation actives and/or public works and development facilities that provide community and economic development within the County and primarily benefit low-to-moderate income citizens of the County. Specific needs may include, but not be limited to, housing rehabilitation, drinking water, sanitary sewer, storm-water, streets and access, and other public services facilities and/or capital facility improvements needed for community and economic development within the County.

Program Administration Services shall include, but not be limited to: Identifying needs, researching options for funding, formulating appropriate funding solutions, developing grant-loan leverage strategies, reviewing and developing necessary policies and procedures, grant writing, program planning, budget and schedule development, application development, conducting environmental review(s), coordinating with funding agencies, developing and administering agency contract(s), requesting, tracking and

Forest Capital of The South

managing program funds in compliance with program quieslines, developing required public record systems, touring rehabilitation work. The reing inspections. participating in construction pre-pic and pre-pic construction, general inspection for infrastructure construction, Davis-Bacon record-keeping requirements, URA compliance, advising and managing any control technical services.

Procurement and contracting of all services shall conform to CDBG guidelines and state and federal regulations including 24 CFR, Part 85. The selection process shall be open to the public and records maintained in accordance with CDBG or other applicable grant or funding requirements.

Although proposers may submit separately for each category, contingent upon successful ranking of proposals and negotiation of contracts, nothing shall preclude the County from selecting a single, qualified firm to provide all services for all categories. All services selected will be contracted separately.

Proposals for the requested service (Program Administration) shall be evaluated using the following criteria:

•	10 points Profile:	Scoring w	ill emphasize i	management,	organization,

history, and variety & level of local government

services.

Scoring will emphasize expertise, specific project 25 points Staff:

Examples including CDBG, and variety of

professional backgrounds, certifications, and skills.

25 points Experience: Scoring will emphasize direct program experience

and success with a variety of programs including

CDBG.

20 points Approach

and Leveraging Scoring will emphasize project approach and proven Strategy:

leveraging strategies implemented and/or managed

by the team for local government clients including

CDBG.

Scoring will emphasize quality of references. 10 Points References:

Scoring will emphasize proposed fee, rates, and level 5 Points Fees:

of service in relation to proposed fees.

5 Points MBE/WBE/DBE Scoring will award points for Certified MBE/WBE

businesses. Documentation regarding Certification

must be submitted with the proposal.

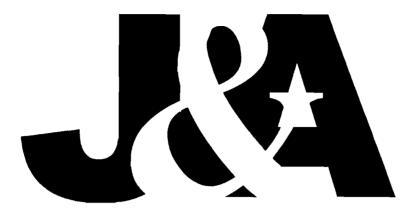
The previous criteria are shown in the required format. For a proposal to be eligible, the format must be strictly followed. During this RFP process, any intentional omissions. alterations, or false representations will be grounds for rejection of any proposal. Taylor

County is an Equal Opportunity Employer MBE/WBE/DBE businesses are encouraged to participate. In compliance with the Florida Sunshine Amendment and Code of Ethics. Taylor County enforces open and fair competition in its RFP's. In accordance with Section 287.133, FS, a person or affiliate who has been placed on the convicted vendor list following conviction for a public entity. A public entity crimes statement is required. During the RFP process, questions or requests for additional information concerning this RFP shall be directed to Melody Cox, (850)838-3553 or at melody.cox@taylorcountygov.com.

The County reserves the right to equal placification of any information submitted by proposers. The Commission, with suitable basis provided for by law, reserves the right to reject any and all proposals, and to waive any informalities or irregularities in the proposal process. CDBG and other program contracts, either single or separate as required by each program, are subject to grant awards and release of funds by respective funding agencies.

Consultants shall submit one (1) original and four (4) copies of their proposal in sealed packages and marked clearly: "SEALED PROPOSAL FOR GRANT SERVICES", no later than 4:00 p.m. on August 6, 2012 to Taylor County Clerk of Courts, 108 N. Jefferson Street, P.O. Box 620 Perry, Florida 32348. The company name and address of the firm submitting proposals MUST be clearly marked on the outside of the sealed proposal envelope. Proposals will be opened at 6:10 pm on August 6, 2012, at the Board of County Commissioners meeting in the Commission Board Room. located at 201 E. Green Street, Perry, Florida 32347.

To facilitate effective evaluation by the County, proposal shall be limited to a total of 50 pages. MBE/WBE/DBE certification(s), statement on Public Entity Crimes, other appendix documentation, sectional dividers, and front and back covers will not be counted toward the total. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Proposals that exceed this length will be considered non-responsive and will not be evaluated. Late proposals will be returned unopened. Evaluation and selection will occur in accordance with the appropriate requirements at a time and place to be determined. At the discretion of the County, proposers may be asked to give a short presentation/interview as part of the selection process. Taylor County supports Equal Opportunity Employment, Fair Housing, Drug Free Workplace and Providing Handicapped Access.



JORDAN & ASSOCIATES
MUNICIPAL CONSULTANTS

Capable. Professional. Attentive

Taylor County, FL

Proposal to Provide

CDBG Program Administration Services

August 6, 2012

JORDAN & ASSOCIATES
MUNICIPAL CONSULTANTS

Capable Professional Attentive

August 3, 2012

Ms. Melody Cox, County Commission & Staff Taylor County Board of County Commissioners 108 N. Jefferson Street / P.O. Box 620 Perry, FL 32348

RE: FY 2012 / 2013 Florida Small Cities Community Development Block Grant Program Request for Proposals – Program Administration Services

Dear Ms. Cox, County Commission & Staff,

It is with great pleasure that Jordan & Associates submits this proposal for Program Administration Services related to a 2012 / 2013 Florida Small Cities Community Development Block Grant (CDBG) application. As directed, please find one (1) original and four (4) copies of the qualification package. This proposal has been assembled based on the criteria listed in your recent advertisement for Request for Proposals (RFP).

SECTION I CORPORATE INFORMATION

From the inception of our company in 1995, it has been Jordan & Associates' privilege to provide the most comprehensive and quality service to our clients. We consider our firm to be a full service consulting firm and we pride ourselves in assisting our clients from the planning phase through project closeout.

Jordan & Associates is uniquely qualified to administer Taylor County's CDBG. Our Firm has 32-years of extensive combined experience in all categories of CDBGs. We possess a wealth of knowledge and have participated in the development and administration of over \$125,000,000 of CDBG projects and approximately \$38,000,000 of other types of grant projects. Our associates were hired or retained, not only because of exceptional grant consulting skills, but also because they are diligent and possess honesty and integrity.

In order to provide our clients with the most attentive service and after years of 'lessons learned', we've discovered that when it comes to submitting applications on behalf of clients in a CDBG cycle, more is not always better. After reviewing our recent CDBG projects, you will see that we normally average between 5 & 9 CDBG application submittals each cycle. Even though some of our competitors consistently submit much larger numbers than our Firm, we feel it's in our client's best interest for our Staff members to offer their availability to each client and to focus more on the quality and competitiveness of each application, rather than the quantity of submittals. This approach has proven successful as all of the applications submitted by Jordan & Associates for the past three (3) funding cycles have been awarded.

Taylor County, FL Page 2 of 3 August 3, 2012

SECTION II PROJECT MANAGEMENT TEAM

We sincerely ask that you consider our firm as your grant administrator. Your J&A Project Management Team will work closely with the County during this integral phase of growth to ensure that all facets of CDBG regulations are upheld. The Team below will work together to identify project/program needs, formulate appropriate solutions, develop leveraging strategies, review existing policies that are required as part of the grant submission process and develop a quality application for submission. Our firm harnesses a team approach, which assigns a Project Manager to your project as well as a secondary contact and full administrative support.

Specific tasks pertaining to the County's grant project are outlined within each Team Member's task list as follows:

Kathy Baker – Executive Director / Project Manager

Mrs. Baker has over 20 years of CDBG experience and will be the primary contact for the County's project. She will work with the County Commission and Staff to accomplish tasks including, but not limited to:

- Preparation of the County's Environmental Review;
- Coordinate with all funding agencies;
- Coordination with all agency contracts;
- Assist the County in the management of grant funds and prepare all Administrative Invoices and Request for Funds in compliance with program guidelines and acceptable accounting practices;
- Acceptance of an Administrative Agreement between the County and Jordan & Associates;
- Assist the County in preparing a Procurement Package for the Department of Economic Opportunity's (DEO) review and acceptance;
- Work with the County and Engineer to establish an acceptable bidding process;
- Assist the Engineer with the Pre-Construction Conference and provide developmental support for the project to include, but not limited to, an electronic version of the standard document guide, the CDBG Supplemental Conditions for inclusion in the bid package and the wage decision for the project;
- Liaison with the procured Prime Contractor(s) to ensure that Davis Bacon requirements are met throughout the life of the Construction phase, including employee interviews;
- Assist the Engineer in the review of all Contractor Pay Requests;
- Review Change Orders for compliance with grant requirements;
- Attend all required meetings with the State or Federal agency;
- Prepare and provide the County with Grant Closeout documentation at the end of the project for submittal to the Department.



Ronald Vanzant - President / Project Manager

Mr. Vanzant is incredibly well versed in all phases of the CDBG process and will serve as the secondary contact for the County's project. He will remain abreast of the status of the project at all times and will be available to assist Mrs. Baker with project needs.

Lindsey Denmark - Administrative & Operations Manager

Mrs. Denmark has over 8 years of administrative management experience. She will organize the overall administrative needs of the County's CDBG project and assist the County with tasks including, but not limited to:

- Coordinate with County staff to systemize a bookkeeping process that is acceptable to the County and the Department;
- Assist the Project Manager in preparing for the Pre-Construction conference to ensure that all Davis Bacon literature is distributed to the Contractor(s);
- Prepare and ensure submittal of all federal and state required reporting, including, Quarterly Reports, Minority Business Enterprise Reports, Section 3 Reports, audit responses;
- Organize and ensure accomplishment of quarterly Fair Housing activities;
- Liaison with County staff to prepare for monitoring visits with the Department;
- Ensure that all Civil Rights requirements are met and the County's compliance officer's contact information is posted quarterly;
- Review all certified payroll from contractors and ensure that they meet federal standards.

Thank you for the opportunity to present a proposal for this very worthwhile project. Please feel free to contact me with any questions during the review process.

With Kind Regards,

Ronald M. Vanzant

President



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SECTION III—EXPERIENCE

Direct Program Experience & Success with a Variety of Programs including CDBG

SECTION IV—APPROACH & LEVERAGING STRATEGIES

Project Approach & proven leveraging strategies implemented and/or managed by the team for local government clients including CDBG

SECTION V—REFERENCES

Quality of References

SECTION VI-FEE

Proposed fee, rates and level or service in relation to proposed fees

APPENDICES

SECTION I—PROFILE

Management, Organization History & Level of Local Government Services

I. PROFILE

Organization History & Level of Local Government Services

While Jordan & Associates (J&A) has over 32 years of extensive combined experience in numerous areas of grant consulting, our area of expertise is in the Florida Community Development Block Grant (CDBG) program. Our firm possesses a wealth of knowledge and has participated in writing and administering over \$125,000,000 of CDBG projects. Further, our track record proves the diligence and experience of J&A. Out of all the CDBG applications that our Firm has written and submitted on behalf of our clients over the last three (3) CDBG funding cycles, all have been funded; none were rejected or disqualified. It has been an honor for J&A to be procured as the Grant Administrator for each of these communities.

As the result of our many years of comprehensive experience and understanding with both federal and state regulations in the CDBG program, we have been retained and have successfully represented multiple communities in the administrative appeals process of the CDBG program. In addition to our daily communication and close working relationship with Department of Economic Opportunity (DEO) officials, J&A staff has attended and engaged in active participation at Implementation and Application Workshops for over 20 years to further our understanding in regard to State Guidelines 73C-23 (formally know as Rule 9B-43) and Federal Guidelines, 24 CFR 570. Recently, our firm's staff provided technical assistance to DEO in their process of developing a rule revision to the Florida Small Cities Community Development Block Grant Program.

"Our firm possesses a wealth of knowledge and has participated in writing and administering over \$125,000,000 of CDBG projects."

Jordan & Associates comprehensively understands the complex bidding and contractual requirements associated with the Community Development Block Grant (CDBG) program, covered under HUD's procurement guidelines, 24 CFR 85.36. We pride ourselves in learning and understanding the inner workings of the CDBG program in order to assist our client communities in designing a project that will best suite their needs. In many cases, CDBG funding alone does not cover the cost of a community's project. In these situations, our firm has been successful in pairing CDBG funding with another funding source to complete the project.

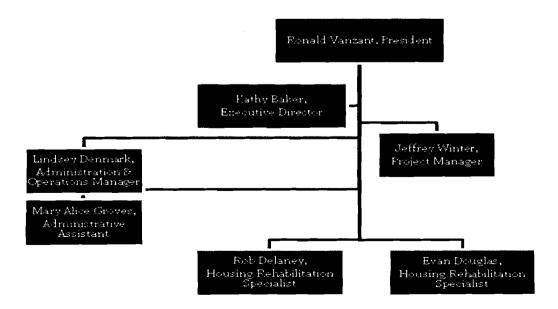


I. PROFILE (CONT'D) Management Team

The Management Team at Jordan & Associates has a total of 32 years of unparalleled experience with grant programs. We were asked and agreed to become an integral part to write the satisfaction of compliance factors associated with the restructuring of HUD's Environmental Review Record process. Jordan & Associates has assisted the Department of Economic Opportunity (DEO-formerly DCA) in updating their rules and regulations which govern the Community Development Block Grant (CDBG) program. We have a close and positive working relationship with the DEO and understand the stringent regulations by which the program is administered and proudly adhere to the policies set forth by the Federal Government.

Through excellent planning and professional service, it is our desire for your community's project to be completed with no conflicts, within budget, on schedule and to YOUR satisfaction.

We hold our employees to a high standard. No employee of Jordan & Associates has ever been involved in litigation with regard to work efforts. You can rest assured that your community's project will be managed with honesty and integrity by our experienced, diligent and caring staff.

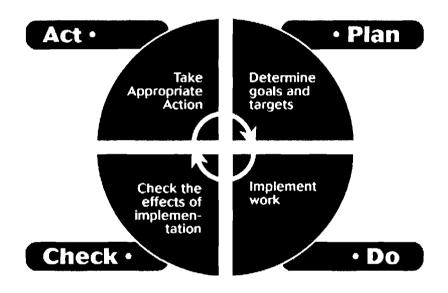


SECTION II — STAFF

Expertise, CDBG project Examples, Professional Backgrounds, Certifications & Skills

II. STAFF

As mentioned in the Cover Letter provided within the Proposal, Jordan & Associates harnesses a "Team Approach." This approach ensures that quality control and overall excellence is brought to each project that our Firm is granted the opportunity to be involved in. Your community's project is no different. The two Project Managers listed below will act as the Key Administration Staff within Jordan & Associates for the City's CDBG Project. We've also taken the liberty to include a resume for every Jordan & Associates' Staff member following this page.



Primary Jordan & Associates' Contact

Kathy Baker, Executive Director/Project Manager

Secondary Jordan & Associates' Contact

Ronald Vanzant, President/Project Manager

Administrative Support:

Lindsey Denmark, Administration & Operations Manager

RONALD M. VANZANT

President

Mr. Vanzant graduated from the University of Central Florida with a Bachelor of Arts in Public Administration and Urban and Regional Planning. His areas of study, work experience and expertise include Land Use Planning, Urban Design, Urban and Regional Planning, Community and Economic Development, Sustainability, Environmental Program Management, Urban Administration and Information Systems for Public Managers and Planners.

While studying at the University of Central Florida, Mr. Vanzant interned at the Orange County Environmental Protection Division and the Orange County Watershed Action Volunteers. Ronald also studied and conducted research regarding Environmental and Ecological issues which dealt with water quality, Rebuilding Public Housing after Katrina and the Impact of Wetlands' Loss.

Mr. Vanzant has significant experience with all phases of land use and design and urban planning for small and large municipalities and is extremely proficient in ArcGIS software.

As the President of the Company, Mr. Vanzant participates in all facets of day to day operations and considers his clients to be his primary obligation. Because of his varied expertise with municipalities, he recognizes how important funding is to ensure growth and it's his priority to provide the best service and information available.

EDUCATION & CERTIFICATIONS:

Bachelor of Arts, Public Administration University of Central Florida

Associate of Arts, General Science and Engineering Sante Fe Community College

CLIENT REFERENCES:

"Ronald has exceeded my expectations of a grant Consultant. It's wonderful knowing I can trust him to handle things, conflicts included, in a professional and honest manner."

-Sarah Anderson, Town Manager, Town of Lee, FL

RECENT ACCOMPLISHMENTS:

- Prepared and assisted with multiple funded FY2009-FY2011 CDBG grants for municipalities in Florida under the Housing Rehabilitation and Neighborhood Revitalization Categories in award amounts ranging from \$600,000 to \$650,000
- Prepared applications for the Energy Efficiency and Conservation Block Grant program and the Clean Energy Grant Program under the State of Florida's Energy Office of the Governor
- Prepared environmental assessments for publicly funded projects pursuant to 24 CFR 58 and applicable federal statues described therein.
- Assisted in the administration of over \$1 million State grant programs since December 2009 for projects focused on providing infrastructure improvements to eliminate potential health and safety hazards related to private wells and septic systems throughout Florida.

CONTACT RONALD:

President?

rvanzant@jordangrants.com (cell) 352.745.6032

KATHY BAKER

Executive Director

Mrs. Baker began her Grant Consultant career in 1980 where she wrote and administered grants for the City of Palatka and Putnam County. In 1983, she joined a Grant Consultant Firm where she managed the operation of the firm's CDBG projects.

Because of her vast knowledge of municipal processes and years of experience with multiple grant programs, Mrs. Baker will be a valuable asset to your community. As the Company's Executive Director, Mrs. Baker specializes in Neighborhood Revitalization, Economic Development, Disaster Recovery Initiative and Commercial Revitalization. She assists her clients with every facet of their project, including the planning, preparation and administration and works closely with Engineers, Local Government staff and Participating Parties to ensure requirements are met and the project runs smoothly.

After many years of closely working with the former Department of Community Affairs (now known as DEO), Mrs. Baker has become extremely familiar with the Department's processes and documents. This allows her to offer valuable guidance to our Company's clients during the life of their grant project.

EDUCATION & CERTIFICATIONS:

Bachelor of Science—Marketing Management Jones College, Jacksonville, FL

Supervisory Management Florida Community College at Jacksonville

Certification—Management Development Training I Jones College, Jacksonville, FL

CLIENT REFERENCES:

"Your excellent working career with the Department of Community Affairs (now known as DEO) and City staff has made our CDBG grants process uncomplicated, for which we are truly grateful."

Vickie Bollinger, City of Key Colony Beach

RECENT ACCOMPLISHMENTS:

- multiple funded FY2009-FY2011 CDBG grants for municipalities in Florida under the Neighborhood Revitalization, Commercial Revitalization and Economic Development Categories in award amounts ranging from \$600,000 to \$750,000
- Assisted Putnam County in the planning and application process for funding of their \$750,000 CDBG Economic Development grant and is currently providing administration and oversight to ensure that the LMI job creation minimum will be accomplished
- Assisted the Town of Lee in the planning and application for their Economic Development grant which has proven to be a success. The grant was awarded in January 2012
- Assisted the Town of Cinco Bayou to gain funding for the revitalization of their downtown streetscape. Successfully closed one and currently beginning a second CDBG-Commercial Revitalization grant

CONTACT KATHY:

kbaker@jordangrants.com (cell) 904.504.0191

JEFFREY C. WINTER

Project Manager / ERR Specialist

Mr. Winter possesses professional history and expertise in subject matters that relate to Housing, People and Neighborhoods. He holds a proven track record of completing difficult projects on schedule and on tight budgets. Excellent interpersonal skills, a professional attitude, and firm personality further his ability to manage projects independently or as a team member.

As a certified Environmental Review Record Specialist and because of his vast knowledge of contract law and environmental studies, Mr. Winter was asked to assist the former Department of Community Affairs (now known as DEO), in writing the satisfaction of compliance factors associated with the restructuring of HUD's environmental review process.

Mr. Winter is an essential part of the Jordan & Associates team. He serves as a Project Manager for multiple CDBG contracts, which requires a full service relationship, from the initial planning phase through the close out of the project. Mr. Winter is well versed in all phases of grant planning, writing and administration. His knowledge and understanding of processes will be a valuable asset to your community. Depending on the nature of your project, he will be responsible for the establishment of service areas and managing the survey process. If your community is in need of Housing Rehabilitation, Mr. Winter will oversee the qualification and coordination of applicants and contractors. Regardless of what type of assistance your community needs, Mr. Winter will be a vital asset.

EDUCATION & CERTIFICATIONS:

Certified Legal Assistant, Florida State College at Jacksonville A.S., Paralegal Studies, Florida State College at Jacksonville Currently Pursuing

CLIENT REFERENCES:

"Jeffrey is very thorough and he is a good listener and communicator. He is able to condense large amounts of detail into information that is easily understood by any audience. Furthermore, he is pleasant, very organized, dependable and prompt. We enjoy working with him."

-Cindy Hair, Town of Pomona Park

RECENT ACCOMPLISHMENTS:

- Prepared multiple recently funded applications with individual award amounts ranging from \$600,000 to \$750,000 under the FY 2009-FY 2011 Small Cities CDBG Program competitive application cycles for municipal clients throughout the State of Florida.
- Prepared an application for an award of over \$2.5 million and currently managing the administration of Gulf County's FY 2008, CDBG Disaster Recovery Initiative. Exceeding all expected timeframes to anticipate an early successful completion.
- Prepared an application for an award of over \$140,000 for the creation of a new officer position in the City of Crescent City under the U.S. Department of Justice FY 2009 COPS Hiring Recovery Program. Provided training to City Police Department staff for administration of the program.

CONTACT JEFFREY:

jwinter@jordangrants.com
(cell) 904.309.2153

LINDSEY DENMARK

Administration & Operations Manager

Mrs. Denmark brings unparalleled skills in all phases of business administration, communication and computer technology. Because of her years of experience in grant related work, she is extremely knowledgeable in grant organization, administration and all guidelines and standards of the Department of Economic Opportunity as well as other funding agencies. Mrs. Denmark ensures that every consulting contract with local communities adheres to the state's established procedures.

In addition to day to day workings of the office, Mrs. Denmark specializes in the review of all contractor payroll submittals to ensure compliance with the state's standards. Davis-Bacon Requirements. She is also a constant liaison with our client communities and assists clients with Quarterly Reports, Monthly Reports, Minority Business Enterprise reports, Section 3 Reports, Audit Responses and any other grant specific reports. She has primary responsibility for Fair Housing compliance for all clients.

Mrs. Denmark has proven to be indispensible to local officials, contractors and state administrators. She is particularly competent and is always willing and available to lend her thorough knowledge of each project to those who count on Jordan & Associates to provide unsurpassed quality in all grant phases. She will be invaluable as well as a pleasure to work with to provide grant services for your community as well.

EDUCATION & CERTIFICATIONS:

Customer Service Representative—Business Administration Florida State College at Jacksonville

CLIENT REFERENCES:

"Lindsey has far exceeded my expectations in the area of reporting. Reporting requirements are completed in a timely and accurate manner. It's wonderful knowing there's a conscientious team supporting our Town's efforts. I'm very pleased to say that we don't have to "pick up" after Jordan & Associates. This has been a great experience for both the Town and myself."

-Sarah Anderson, Town Manager, Town of Lee, FL

RECENT ACCOMPLISHMENTS:

- Prepared and assisted with multiple funded FY2009-FY2011 CDBG grants for municipalities in Florida under the and Neighborhood Revitalization, Commercial Revitalization and Economic Development Categories in award amounts ranging from \$600,000 to \$750,000
- Assists Client Communities with the submittal of all required reports, including Quarterly Status Reports, Monthly Reports, Job Creation & Retention Reports, Audit Responses, MBE Reports, Section 3 Reports
- Assists Local Governments in accomplishing Fair Housing activities in a timely fashion

CONTACT LINDSEY:

Idenmark@jordangrants.com 904.483.6235

ROBERT DELANEY

Housing Rehabilitation Specialist

As Jordan & Associates' Rehabilitation Specialist, Mr. Delaney is responsible for the supervision of construction aspects of a portion of the firm's CDBG Housing Rehabilitation projects. Because of his extensive housing rehabilitation experience, Mr. Delaney has been contracted through the United States Department of Agriculture (USDA) to perform Housing Rehabilitation. He has been a Certified Building Contractor in Florida for over 20 years. For five years of his career, Mr. Delaney was a Construction Manager and Chief Estimator with a nation-wide company, with home sales of 150-600 homes per year. In his capacity as Construction Manager, he was responsible for the oversight of all phases of construction for the homes from bid to completion. Mr. Delaney has also managed a sales and construction company, which builds single family homes throughout Florida.

As Jordan & Associates' Housing Rehabilitation Specialist, Rob's duties include oversight and management of construction projects in the Community Development Block Grant program for housing rehabilitation. As Rehabilitation Specialist, Mr. Delaney assesses and prepares the scope of work for rehabilitation projects and clarifies the scope of work to contractors. He prepares estimates for projects, inspects and verifies work product during construction and conducts final walkthroughs for the completion of housing projects. Mr. Delaney's varied expertise will be invaluable to your community's Housing Rehabilitation project.

EDUCATION & CERTIFICATIONS:

Florida State Contractor License # CBC047680 Effective Date: 07 / 29 / 1989

RECENT ACCOMPLISHMENTS:

- Currently providing oversight and construction management services for 6 (six) CDBG Housing Rehabilitation projects in Florida
- Knowledgeable of effective façade and beautification tactics. Recently completed the Cuvee Bistro remodel in Ocala, FL (inset below)



- Experience with the USDA 504 Grant/Loan program
- Currently providing construction services for Habitat for Humanity in Putnam County, FL to directly benefit low income families

CONTACT ROB: rdelaney@jordangrants.com (cell) 352.235.7004

SECTION III — EXPERIENCE

Direct Program Experience & Success with a Variety of Programs including CDBG

III. EXPERIENCE

Program Experience with a Variety of Programs

The Department of Economic Opportunity (DEO), previously known as the Department of Community Affairs (DCA) has completed two substantial Rule revisions since the FY 2006 funding cycle. Since then, Jordan & Associates has been successful in navigating the ever-changing rules and providing exceptional service and funding opportunities to the following communities. Please note the communities marked with an asterisk. (*) J&A assisted these communities in pooling funding sources to commit leverage that allowed for a higher score, more competitive application and a very successful project.

FY 2006

CDBG Commercial Revitalization

\$600,000

In the heart of the Town's already established CRA, this project relocated 850 LF of utilities to underground and provided 850 LF of sidewalks and landscaping and provided decorative lighting along the thoroughfare.

Town of Cinco Bayou

FY 2011

CDBG Commercial Revitalization

\$600,000

Project area will continue the theme from Phase I above. Upgrades and enhancements will draw businesses to the Town in hopes that the vacant commercial properties will be filled and will bring jobs to the area.

CITY OF COLEMAN

FY 2008

CDBG Neighborhood Revitalization

\$600,000

This project replaced the City's old WTP building and provided new electrical components to make it a storm-rated structure. In addition to the improvements at the City's WTP, upgrades at the Community Center were accomplished to include a new roof, new ceiling and kitchen enhancements for handicap accessibility. The funds also supported enhancements at a City Park. *The City used funds received from a FRDAP grant as leverage for this project.

CITY OF CRESCENT CITY

FY 2006 PLANNING FY 2008 CONSTRUCTION

CDBG Neighborhood Revitalization

\$720,000

Planning & Design—Preparation of biddable plans & specifications. Construction—Improvements to the City WTP including new well pump, piping modifications and electrical controls. Replacement of approximately 11,700 LF of water main including valves, fittings, water services and restoration.

III.

EXPERIENCE (CONT'D) Program Experience with a Variety of Programs

CITY OF CRESCENT CITY	CDBG Housing Rehabilitation	\$650,000
FY 2009	Rehabilitation, demolition/replacement and temporary relocation for a minimum of 9 LMI housing units.	
CITY OF FANNING SPRINGS	CDBG Housing Rehabilitation	\$600,000
FY 2006	Activities included the rehabilitation/construction and temporary relocation, as necessary of 15 LMI (including 4 VLI) housing units.	
CITY OF FANNING SPRINGS	CDBG Neighborhood Revitalization	\$600,000
FY 2008	This project will provide park improvements to Fort Fanning Park as well as 9,800 LF of gravity sewer lines to residents within a Service Area in the City limits. *The City utilized their USDA Rural Development grant as leverage toward this project.	
CITY OF FELLSMERE	CDBG Neighborhood Revitalization	\$700,000
FY 2009	This project provided for flood and drainage and street improvements. The street improvements included connecting one of the roads in the project area with a paved County road and therefore providing a safe route from I-95 in the event of an evacuation for emergency purposes. The project also provided for improvements at Pennsylvania Park.	
Town of Glen St. Mary	CDBG Neighborhood Revitalization	\$600,000

III. EXPERIENCE (CONT'D)

Program Experience with a Variety of Programs

CITY OF GREEN COVE SPRINGS	CDBG Neighborhood Revitalization	\$700,000
FY 2006	This project provided for improvements to the City's south wastewater treatment plant that included the addition of a centrifugal blower and related appurtenances, converting the gas de-chlorination system to a liquid system and storm proofing the existing chemical building. The project also provided for the rehabilitation of approximately 4,800 LF of sewer main.	
CITY OF GULF BREEZE	CDBG Neighborhood Revitalization	\$530,194
FY 2009	We were successful in gaining the first CDBG for The City. It received partial funding as it was funded through the American Recovery & Reinvestment Act (ARRA). This project provided for first-time sewer lines in one Service Area with Street Resurfacing and Flood & Drainage in its second Service Area. *The City leveraged \$80,000 to provide first time sewer connections.	
GULF COUNTY	CDBG Disaster Recover Initiative	\$2,536,175
FY 2008	Construction of approximately 275 LF of rock revetment to provide necessary flood & drainage improvements, construction of approximately 3,400 LF of new sewer force main and lift station improvements necessary to route the sewage through the relocated sewer lines, and mitigation assistance to identified affordable rental housing communities within the County.	
GULF COUNTY	CDBG Housing Rehabilitation	\$700,000
FY 2011	Rehabilitation, demolition/replacement and temporary relocation for a minimum of 10	

LMI housing units. (to include 4 LMI and 2

VLI)

EXPERIENCE (CONT'D)Program Experience with a Variety of Programs

Hamilton County	CDBG Housing Rehabilitation	\$750,000
FY 2006	Rehabilitation, demolition/replacement and temporary relocation for 14 LMI housing units, thereby exceeding commitment to address a minimum of 10 LMI housing units. *\$200,000 in County funds leveraged to provide additional housing rehabilitation assistance.	
CITY OF HAWTHORNE	CDBG Neighborhood Revitalization	\$550,000
FY 2006	This was a City-wide project as it provided for a new above-ground water tower and instrumentation. The new location was to a City owned piece of property a couple of blocks away from City Hall. The old one loomed over City Hall and had been condemned presenting a hazardous situation. *This project had other funds from National Rural Water and CRA loans to cover their \$250,000 leverage.	
CITY OF KEY COLONY BEACH	CDBG Neighborhood Revitalization	\$600,000
FY 2006	Key Colony Beach was one of the fortunate communities to receive a Planning Grant in the amount of \$70,000 to pre-engineer the project and then move into the construction phase. This project provided for much needed flood and drainage to a small service area on the north east side of the City.	
CITY OF LAWTEY	CDBG Neighborhood Revitalization	\$600,000
FY 2009	Installation of approximately 4,100 LF of new sewer main and associated components. *\$272,400 in City funds leveraged to provide sewer hook-ups and additional costs associated with sewer main	

extension.

III. EXPERIENCE (CONT'D)

Program Experience with a Variety of Programs

TOWN OF LEE

FY 2009

CDBG Housing Rehabilitation

\$600,000

The activities of this project include first-time sewer hookups for 50 LMI (to include a minimum of 4 Low Income and 2 Very Low Income or VLI) housing units. As a secondary activity, the Town will provide rehabilitation, demolition/replacement (where necessary) and temporary relocation for 5 LMI housing units. *The Town was able to use other funding sources as leverage on their CDBG application to raise the score of their application and ensure funding.

Town of Lee

FFY 2011

CDBG Economic Development

\$600,000

The Town is working with a participating party, Annett Bus Lines, who is pursuing a business expansion site to be located within the Town Limits of Lee. Annett Bus Lines is an established company and one of the most respected motor coach companies in North America.

This facility will be new construction and will serve the transportation needs of the Lee, Madison, North Florida and South Georgia markets. The new terminal will require a minimum of fifteen (15) employees in order to operate the stand-alone branch successfully. Of these positions, eight (8) will be made available to low to moderate income families.

LEVY COUNTY

FY 2010

CDBG Housing Rehabilitation

\$750,000

Rehabilitation, demolition/replacement and temporary relocation for a minimum of 10 LMI housing units. (to include 4 LMI and 2 VLI)

III.

EXPERIENCE (CONT'D) Program Experience with a Variety of Programs

CITY OF MARY ESTHER	CDBG Neighborhood Revitalization	\$650,000
FY 2008	This project provided for the rehabilitation of four (4) existing sanitary sewer lift stations, and approximately sixty (60) sanitary sewer manholes. The lift stations were installed in the early to mid 1960's and contained much of the original equipment. Corrosion and wear of the structure and equipment were causes for the requirement of the upgrades. The estimated cost of this activity was \$688,000. There were some improvements at the Elliott Road Park estimating approximately \$10,000. *The City had received a FRDAP grant for the same park and therefore used that grant as a portion of their \$150,000 leverage commitment.	
CITY OF MARY ESTHER	CDBG Neighborhood Revitalization	· \$650 ,00 0
FY 2011 Town of McIntosh	Infrastructure work to include the replacement of asbestos water lines, manhole replacement, rehabilitation of life station # 5 and repairs to storm water lines. CDBG Housing Rehabilitation	\$600,000
FY 2010	The activities of this project include rehabilitation, demolition/replacement (where necessary) and temporary relocation for 8 LMI (to include 4 Low Income and 2 Very Low Income or VLI) housing units.	
CITY OF MOUNT DORA	CDBG Neighborhood Revitalization	\$700,000
FFY 2008	This NR Project supported 12 Service Areas both of which were in the City's NECRA. The activity constructed approximately 11,300 LF of 4" thick concrete sidewalk providing a safer area for the residents to walk. The 2 nd Service Area provided sewer and sewer hook-ups on a short section where there was no sewer. With the assistance of City leverage, the project allowed for approximately 650 LF of new 8" gravity sewer main, abandonment of 8 septic tanks	

and new sewer hook-ups.

III. EXPERIENCE (CONT'D)

Program Experience with a Variety of Programs

CITY OF OAK HILL	CDBG Housing Rehabilitation	\$650,000
FY 2011	Rehabilitation, demolition/replacement and temporary relocation for a minimum of 9 LMI housing units. (to include 4 LMI and 2 VLI)	
Town of Pomona Park	CDBG Housing Rehabilitation	\$600,000
FY 2009	Rehabilitation, demolition/replacement and temporary relocation for a minimum of 9 LMI housing units. (to include 4 LMI and 2 VLI)	
Town of Ponce de Leon	CDBG Planning Grant / CDBG Neighborhood Revitalization	\$670,000
FY 2006 PLANNING FY 2008 CONSTRUCTION	Ponce de Leon was also one of the fortunate communities to receive a Planning Grant in the amount of \$70,000 to pre-engineer the project and then move into the construction phase. The project was a Town-Wide benefit. The activity was to make some much needed upgrades to the Town's Waste Water Treatment Plant.	
Town of Ponce de Leon	CDBG Neighborhood Revitalization	\$600,000
FFY 2010	The Town of Ponce de Leon owns and operates a municipal wastewater collection, transmission, and treatment system. Due to the age of the Relay and Pump Stations within this system, rehabilitation was necessary. There are 11 Service Areas under this CDBG. This project will allow for improvements to address the needs at the Pump Stations for the Town and provide for a new control panel with emergency generator and associated improvements.	

III. EXPERIENCE (CONT'D) Program Experience with a Variety of Programs

] n	CDDC Committee 1	6550 000
FY 2008	CDBG Economic Development The Participating Parties of this particular ED grant are providing 22 new jobs to	\$750,000
	Putnam County. The grant is providing for the: water, sewer, gas and other utilities to be re-routed around the location of the new Auto Spa of Palatka, the first Participating Party. A turn lane was constructed from US 17 onto the newly paved Jax Lane providing easy access for the employees and other traffic to the second Participating Party and the Auto Spa. *There is \$700,000 of leverage committed to this project by the Auto Spa.	
St. Johns County	CDBG Housing Rehabilitation	\$750,000
FY 2010	Rehabilitation, demolition/replacement and temporary relocation for a minimum of 9 LMI housing units.	
CITY OF WEWAHITCHKA	CDBG Neighborhood Revitalization	\$650,000
FY 2011	Project includes upgrades to the City's Water Treatment Plant and involves the demolition of the current ground storage tank and con- struction of a new one with necessary piping, site work and electrical components.	
Town of White Springs	CDBG Neighborhood Revitalization	\$650,000
FY 2009	Project will provide for the extension of approximately 3,700 LF of gravity sewer lines and 2,400 LF of force main. Hook Ups to income eligible residents will also be included. The project will also allow for the rehabilitation of portions of the Town's	

sanitary sewer system.

III. EXPERIENCE (CONT'D)

Program Experience with a Variety of Programs

TOWN OF ZOLFO SPRINGS

CDBG Neighborhood Revitalization

\$650,000

FY 2009

The Town owns and operates a potable water treatment and distribution system. During an inspection of the Town's WTP it was noted that the ground storage tank was in need of significant repairs to prevent failure. In addition, various electrical components require improvements to address facility issues including emergency back-up power. This project will provide the necessary improvements to rehabilitate the ground storage tank, improve the electrical systems and provide necessary emergency back-up power and associated high service pump and well instrumentation.



III. EXPERIENCE (CONT'D) Program Experience with a Variety of Programs

DISASTER RELIEF

The staff at Jordan & Associates served as coordinator/ liaison for the preparation of all FEMA documentation for Flagler County as a result of the 1998 wildfires. This project resulted in the recovery of over one million dollars for the County. We also worked with Gulf County in a recovery effort from damages as a result of Hurricane Opal. We secured funding for \$300,000 of HOME Disaster Relief money, then provided project delivery services. We have recently facilitated funding and were procured for the Administration and Project Delivery for \$2.5 million in CDBG Disaster Recovery Initiative funds for damages from the 2008 storm season.

ENERGY GRANTS

Jordan & Associates recently administered and successfully closed out projects under the newly created Energy Efficiency and Conservation Block Grant (EECBG) program for the City of Coleman and the City of Mount Dora.

FEMA

Jordan & Associates has submitted numerous grants under several programs for funding from FEMA. The most recent is the Assistance to Firefighters Grant Program. We have most recently submitted applications for this program on behalf of the following communities:

- Town of Baldwin
- Town of Branford
- City of Coleman
- City of Hampton

FRDAP

Jordan & Associates has a successful funding records with the Florida Recreational Development Assistance Program (FRDAP) projects submitted to Florida's Department of Environmental Protection agency. Our personnel have worked with, or are currently working with, the following communities:

- City of Archer
- Town of Glen St. Mary
- Town of Baldwin
- City of Hawthorne
- Town of Bell
- Town of Horseshoe Beach
- Town of Branford
- City of Mount Dora
- Town of Callahan
- Town of Pomona Park
- City of Coleman
- Town of Ponce de Leon
- City of Crescent City
- Town of Zolfo Springs

HISTORIC PRESERVATION GRANTS

Our firm successfully obtained funding for the Town of Baldwin for the restoration of the Coleman House, which was built in 1879. The project's application was funded on its first submittal and was completed in April 2009.

Public Library Construction Grants

Jordan & Associates has obtained library grants for the Town of Lady Lake and the Town of Hilliard. These grants are used to assist a local government in constructing, remodeling or expanding a Public Library.

III. EXPERIENCE (CONT'D) Program Experience with a Variety of Programs

Preservation 2000

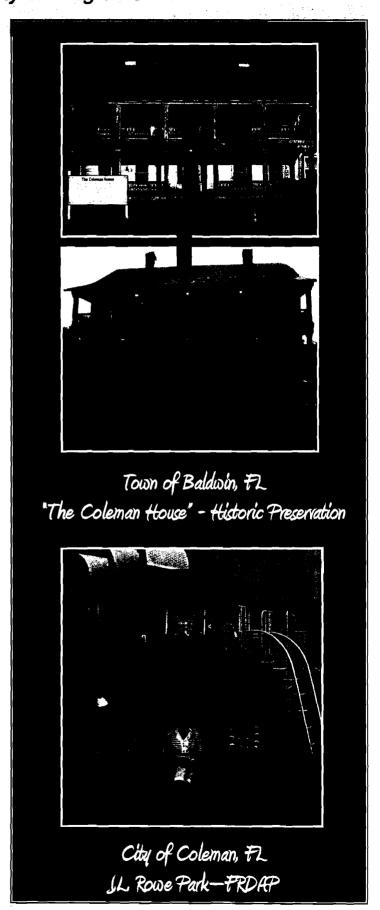
Our firm has a 100% success funding record with grant projects submitted to Florida Communities Trust for the Preservation 2000 Program. Jordan & Associates has worked successfully in this grant program with the Town of Lady Lake, the City of Mary Esther and the City of Mount Dora.

OTHER GRANT SERVICES

The personnel of our firm have experience with the following state grants and / or loan programs: 9G-18 and 9G-19 Emergency Preparedness (FEMA), COPS Fast, COPS Universal Hiring Program, Preservation 2000, Florida Communities Trust, Emergency Medical Services (EMS), and the Florida Boating Improvement Program. While there may be other state grants and/or loan programs not listed above, we continually keep abreast of the availability of all programs and the regulations that govern them.

FEDERAL GRANTS

At the federal level, we have experience with the U.S. Department of Agriculture—Rural Development (USDA-RD), U.S. Department of Commerce (USDC), Economic Development Administration (EDA), Rural Economic and Community Development (RECD) - (formerly Farmers Home Administration), Youthbuild, John Neighborhood Revitalization, ISTEA, Urban Development Action Grant (UDAG), Jobs Bill, Rental Rehabilitation, Title XX and HODAGs. We have successfully assisted two municipalities in acquiring funding from the American Recovery & Reinvestment Act (ARRA). Our staff consistently monitors grants available at all levels, including Federal Stimulus Funding.



SECTION IV — APPROACH & LEVERAGING STRATEGY

Project Approach & proven leveraging strategies implemented and/or managed by the team for local government clients including CDBG



Jordan & Associates' past achievements are noteworthy and include the writing, administration and closeout of millions of dollars worth of grant projects. We have the experience of a large firm and the hospitality of a *one-on-one* team. Our Team has been thoughtfully assembled to provide your Community with the most innovative and attentive service available and we are prepared to offer the following and all other services outlined in the Scope of Work under this RFP for CDBG Program Administration Services:



GRANT WRITING/APPLICATION PREPARATION TASK OUTLINE

As mentioned in Section I of this proposal, all of the grant applications that Jordan & Associates have prepared and submitted on behalf of our clients over the last three (3) CDBG cycles have received funding. J&A places the utmost importance on each grant application that we prepare; therefore, we have implemented a thorough review process to ensure that the finished product is impeccably scored, produced and delivered in a timely manner to the Department. Our Firm has assisted many of our client communities (*see "Experience" section) with pooling funds together from different sources, also known as "leveraging". This allows for a large portion, if not all of the Community's project to be paid for by grant funding. It also provides for extra points toward the CDBG application, which, in turn, creates a more competitive application. By performing the tasks outlined on the following pages, our Firm will alleviate the administrative burden of the grant by providing exceptional administrative support to the County during the entire application process. Additionally, our staff will meet with the County's Staff and Engineer as well as the County's Citizen's Advisory Task Force and County Commission to strategically formulate a list of project activities to be included in the County's CDBG application.

GRANT WRITING/APPLICATION PREPARATION TASK OUTLINE (CONT'D)

Each meeting listed below is required by the CDBG program in order for the County's application to be acceptable; therefore, it is imperative that each meeting and advertising requirement is documented accurately. Our firm has been commended by the Department of Economic Opportunity for our organization and file upkeep, as well as the professionalism we portray in meetings and with residents. Jordan & Associates would be privileged to represent your County through each task we complete in order to create and submit an above average grant application. We also have varied be reaging experience to ensure that your Community receives the highest available funding allocation for your project.

- ♦ Meet with County Staff and Engineer to discuss the possibility of leveraging funds to provide for a larger project.
- Prepare all required notices for Public Hearings to be published in an area newspaper of general circulation & ensure the required documentation is received from the newspaper after ads have run.
- ♦ Hold all Public Hearings before the County Commission & document each meeting on behalf of the County.
- ♦ Assist the County in inviting and facilitating the CATF meeting.
- Review the County's possible projects and recommend to County Staff, the Citizens Advisory Task Force and the County Commission the most competitive project and activities to include in the application.
- Develop the County's Household Income Survey Form (if applicable), determine which households need to be surveyed and perform all required household surveys necessary to complete the application.
- Work with County Staff to develop a strategy to obtain as many points in the application as possible to ensure the County attains the maximum possible points in the application.
- Submit the completed application to the Department of Economic Opportunity and to the required agencies, i.e., State Clearing House and Regional Planning Commission, prior to the Department of Economic Opportunity's deadline.
- ♦ Coordinate with the County and be present at the Department's Site Visit for the project.

GRANT ADMINISTRATION TASK OUTLINE—NEIGHBORHOOD REVITALIZATION/ ECONOMIC DEVELOPMENT/COMMERCIAL REVITALIZATION

Upon the award of your application by the Department of Economic Opportunity, Jordan & Associates will immediately begin the process of administering your grant. From the Environmental Review process to closeout, our Staff members will be a constant liaison on your behalf to the DEO, Engineers, contractors, etc. while keeping your Staff abreast of all developments. If procured as your County's Grant Administrator, the tasks listed herein and all other tasks outlined in the Scope of Work under this RFP for the County's grant project will be completed.

- ♦ Review the grant agreement provided by the Department of Economic Development (DEO). If appropriate, recommend modifications.
- Prepare and submit the Procurement package for Administrative Services to DEO for desktop monitoring and approval of procurement process.
- Perform the Environmental Review. Prepare and submit the Environmental Review Records (ERR) and Request for Release of Funds (RROF) to DEO. Obtain the Authority to Use Grant Funds.
- Monitor the financial procedures for receiving, depositing, disbursing and tracking of grant funds.
- ♦ Establish and maintain program files adequate to document activities and comply with grant requirements.
- Produce and submit required reports, e.g., quarterly and/or monthly status reports, HUD 2880 Disclosure reports, Minority and Section 3 reporting and audit response verification. Ensure all are in compliance with CDBG requirements.
- ♦ Review the local government's compliance with State and Federal regulations and requirements concerning procurement, employment, personnel, property management, records retention, fair housing, ethics, etc. and make recommendations for modifications, if necessary.
- ♦ Assist the community with any property acquisition that may be necessary.
- Request a wage decision for the project's construction.

GRANT ADMINISTRATION TASK OUTLINE — NEIGHBORHOOD REVITALIZATION/ ECONOMIC DEVELOPMENT/COMMERCIAL REVITALIZATION (CONT'D)

- Review bid documents.
- ♦ Coordinate and support the engineering firm involved with the following: request and receipt of bids, review and evaluation of bids for eligibility and compliance, recommend approval by local officials, assist with contract development, if needed, supervise execution, prepare documents for and attend Pre-Construction Conference(s).
- During construction, review contractor's pay requests and certified payrolls to ensure all Davis-Bacon & Federal requirements are met. Coordinate to resolve any issues between the engineer, contractor and community. Review change orders and make recommendations to the governing body on each. Ensure that all Release of Liens are properly executed and all documents are in-hand before final payment is made.
- ♦ Prepare all Request for Funds to be submitted in a manner that will ensure availability of funds to the Local Government, when needed, and in compliance with regulations.
- ♦ Prepare and maintain all required files, including financial documentation.
- Ensure that all MBE/WBE requirements are met.
- ♦ Meet with Citizen's Advisory Task Force (CATF).
- Meet with the Local Government to provide updates on the progress of the project.
- ♦ Assist with Fair Housing Educational activity recommendations.
- Represent the Local Government during DEO monitoring visits. Respond to DEO monitoring reports.
- ♦ Attend Local Government meetings, as necessary, to obtain approval of actions and present status reports.
- ♦ If appropriate, recommend a grant amendment. Advertise the amendment as necessary. Attend the Citizen Advisory Task Force meeting and public hearing, if required. Prepare and submit modification documents to DEO.
- Assist Local Government with audit responses to the Department.
- Perform closeout activities, including the submission of reports and follow up.

GRANT ADMINISTRATION TASK OUTLINE — HOUSING REHABILITATION

- ♦ Review the grant agreement provided by the Department of Economic Development (DEO). If appropriate, recommend modifications.
- ♦ Prepare and submit the Procurement package for Administrative Services to DEO for desktop monitoring and approval of procurement process.
- Perform the Environmental Review. Prepare and submit the Environmental Review Records (ERR) and Request for Release of Funds (RROF) to DEO. Obtain the Authority to Use Grant Funds.
- ♦ Monitor the financial procedures for receiving, depositing, disbursing and tracking of grant funds.
- ♦ Establish and maintain program files adequate to document activities and comply with grant requirements.
- Produce and submit required reports, e.g., quarterly and/or monthly status reports, HUD 2880 Disclosure reports, Minority and Section 3 reporting and audit response verification. Ensure all are in compliance with CDBG requirements.
- Review the Local Government's compliance with State and Federal regulations and requirements concerning procurement, employment, personnel, property management, records retention, Fair Housing, ethics, etc. and make recommendations for modifications, if necessary.
- ♦ Obtain Release of Funds from the State.
- ♦ Advertise for Clients for the project (Homeowners).
- Receive Homeowner Applications on all selected clients and verify income.
- Present the list of Pre-Qualified Homeowners to the County Commission.
- ♦ Obtain title reports on all income eligible clients.

GRANT ADMINISTRATION TASK OUTLINE—HOUSING REHABILITATION (CONT'D)

- ♦ Collaborate with J&A's Housing Rehabilitation Specialists to Prepare Work Write Ups on all eligible properties for either rehabilitation or replacement.
- Obtain approval on all conflicts of interests from the State.
- Bid out the Rehabilitations.
- Select contractors for the replacement units and bid out demolitions.
- ♦ CDBG construction begins.
- ♦ CDBG construction completed.
- Prepare and submit closeout documents to the DEO.

— REFERENCES

Quality of References



V. REFERENCES

Jordan & Associates has many years of successful experience with large and small municipal projects throughout Florida. It would be our pleasure for you to contact any of our valued clients with respect to our reputation, services and past performance.

Town of Baldwin

Stan Totman, Mayor Lula Hill, Town Clerk 10 U.S. 90 West Baldwin, FL 32234-1847 (904) 266-5030 lulah@comcast.net

Town of Cinco Bayou

Theresa Farley, Mayor Nell Dykes, Town Manager/Clerk 10 Yacht Club Road Cinco Bayou, FL 32548-4436 (850) 833-3405 nelldykes@cincobayou.com

City of Coleman

Akiko Teagle, Finance Director P.O. Box 456 Coleman, FL 33521-0456 (352) 748-1017 ccityhall@cfl.rr.com

City of Crescent City

Joseph Santa, Mayor Patrick Kennedy, City Manager 3 North Summit Avenue Crescent City, FL 32112 (386) 698-2525 citymanager@crescentcity-fl.com

City of Fanning Springs

Cheryl Nekola, Mayor Sheila Watson, City Clerk 17651 NW 90th Ct. Fanning Springs, FL 32693-9212 (352) 463-7919 fanningspgs@gatorworks.com

City of Fellsmere

Susan Adams, Mayor
Jason Nunemaker, City Manager
21 South Cypress Street
Fellsmere, FL 32948-7614
(772) 571-1616
cityclerk@cityoffellsmere.org

V. REFERENCES (CONT'D)

Town of Glen St. Mary

Juanice Padgett, Mayor P.O. Box 519 Glen St. Mary, FL 32040-0519 (904) 259-3777 glenstmary@nefcom.net

City of Green Cove Springs

Bob Page, Mayor 321 Walnut Street Green Cove Springs, FL 32043 (904) 529-2200

City of Groveland

Mike Radzik, Mayor Dolly Miller, City Manager 156 S. Lake Avenue Groveland, FL 34736-2538 (352) 429-2141 dolly.miller@groveland-fl.gov

City of Gulf Breeze

Beverly Zimmern, Mayor Buz Eddy, City Manager 1070 Shoreline Drive Gulf Breeze, FL 32561 (850) 934-5115 eaeddy@ci.gulf-breeze.fl.us

Gulf County

Donald Butler, County Manager Towan Kopinsky, Grant Coordinator 1000 Cecil G. Costin, Sr. Blvd. Port St. Joe, FL 32456 (850) 639-6700 tkopinsky@gulfcounty-fl.gov

Town of Horseshoe Beach

Beverly Miller, Town Clerk P.O. Box 86 Horseshoe Beach, FL 32648-0086 (352) 498-5234 horseshoebeachto@bellsouth.net

City of Key Colony Beach

Ron Sutton, Mayor Vickie Bollinger, City Clerk P.O. Box 510141 Key Colony Beach, FL 33051-0141 (305) 289-1212 cityclerk@keycolonybeach.net

City of Lawtey

Jimmy Scott, Mayor
Lisa Harley, City Clerk
P. O. Drawer G
Lawtey, FL 32058
(904) 782-3454
cityoflawtey@embarqmail.com

V. REFERENCES (CONT'D)

Town of Lee

Sarah Anderson, Town Manager 286 NE County Road 255 Lee, FL 32059 (850) 971-5867

Levy County

Lenore Jones SHIP Administrator P.O. Box 310 Bronson, FL 32621 (352) 486-5216

City of Mary Esther

Lynne Oler, City Manager 195 N. Christobal Road Mary Esther, Florida 32569-1911 (850) 243-3566 cmgr@cityofmaryesther.com

City of Mount Dora

Roberta Stegemerten (Bobbie)
Grants Coordinator
P.O. Box 176
Mount Dora, FL 32756
(352) 735-7151, Ext. 1806
Stegemerten@ci.mount-dora.fl.us

City of Oak Hill

Kohn Evans, City Clerk 234 S. US Highway I Oak Hill, FL 32759 (386) 345-3522

Town of Pomona Park

Raymond Singleton, Mayor P.O. Box 518 Pomona Park, FL 32181-0518 (386) 649-4902 pomonatownclerk@bellsouth.net

Town of Ponce de Leon

Sheena Hougland, Mayor Beth Peterson, Town Clerk 1580 Highway 90 P.O. Box 214 Ponce de Leon, FL 32455 (850) 836-4361 Townpdl@embarqmail.com

Putnam County

Rick Leary, County Administrator 2509 Crill Avenue Palatka, FL 32177 (386) 329-0100 rleary@putnam-fl.com

St. Johns County

Tom Crawford, Director Housing & Community Services 500 San Sebastian View St. Augustine, FL 32084 (904) 209-6891 tcrawford@sjcfl.us

V. REFERENCES (CONT'D)

City of Wewahitchka

Donald Minchew, City Manager P.O. Box 966 Wewahitchka, FL 32465 (850) 639-2605

Town of White Springs

Shirley Heath, Town Clerk P.O. Drawer D White Springs, FL 32096 (386) 397-2310 cityhall@windstream.net

Town of Zolfo Springs

Juan Otero, Mayor Linda Roberson, Town Manager Finance Director P.O. Box 162 Zolfo Springs, FL 33890-0162 (863) 735-0405 findirector@townofzolfo.com

V. REFERENCES Quality of Responses

Jordan & Associates would be pleased if your community contacts the references we've provided within this Proposal. We value all of our clients and wish to serve your community with the same dedication.

"The members of the Jordan & Associates team are wonderful to work with. They always provide top notch, accurate, professional assistance and have never been difficult to work with." - Sarah Anderson, Town Manager, Town of Lee

"Beyond working from the application process through construction, to completion and closing out Town projects, Jordan & Associates has proven their ability to bring "positive change" to our community." - June Albritton, Town Clerk, Town of Zolfo Springs



April 16, 2009

Re: Jordan & Associates

580 Wells Road

Orange Park, Florida 32073

To Whom It May Concern:

It is with pleasure I write a letter of recommendation for Jordan & Associates. The Town of Baldwin has had an extremely successful twenty-year working relationship with this firm.

They have worked diligently to obtain and administer numerous and varied grants for the Town, including Community Development Block Grants (CDBG), Assistance to Fire-Fighters Grants, and Florida Recreation Development Assistance Program (FRDAP) grants. Without their assistance in obtaining these grants we would not have been able to make much needed improvements to parks, build the Town's only grocery store or purchase a vehicle for the fire department. A contract was awarded recently on needed improvements to the wastewater system due to a CDB Grant they secured for the Town.

Through several years of patient persistence, they also obtained three Historical Grants to totally renovate the Coleman House, a structure of great importance to the Town of Baldwin.

Through the many years of association with Jordan & Associates, we have found them to be especially capable, professional, and meticulous in all work they have performed for us. They have far exceeded the level of requirements to seek, write and administer grants for our Town.

Without reservation we, at the Town of Baldwin, offer our highest recommendation for Jordan & Associates and look forward to a continued successful association.

Sincerely,

STAN TOTMAN

Stan Totman Mayor



City Hall. (386) 698-2525 Police (386) 698-1211 Fire: (386) 698-1212 Gas Dept: (386) 698-1486 Water Dept: (386) 698-2525 FAX: (386) 698-3467

February 21, 2012

Re: Jordan & Associates

769 Blanding Blvd., Ste. #5 Orange Park, FL 32073

To Whom It May Concern:

The City of Crescent City has had the pleasure of building a longstanding working relationship with the office of Jordan & Associates. The staff at Jordan & Associates has helped acquire and manage numerous grants for the City in a professional manner. Jordan & Associates has been attentive to our needs by proactively identifying and proposing solutions to our local challenges – including infrastructure improvements, public safety enhancements, park and boating facility improvements and housing rehabilitation assistance for our City residents.

Through many years of association with Jordan & Associates, we have been extremely satisfied with the capable, professional and attentive level of service provided to the City.

I am happy to provide a recommendation for Jordan & Associates and look forward to building upon this relationship over future projects for the City.

Sincerely

Patrick Kennedy City Manager



January 27, 2010

Kathy Baker Executive Director Jordan & Associates 580 Wells Road, Ste 2 Orange Park, FL 32073

Dear Kathy:

Thank you for all you have done for our city. The commissioners, staff, and citizens appreciate all the efforts you and others at Jordan & Associates have done on behalf of the city during the past few years.

Betty Jordan contacted the city and offered to apply for the CDBG grant. If not for her and your initiative, the city would not have received the \$670,000 CDBG grants for planning and construction of the stormwater system on the east side of our island city. In addition, the city used the CDBG grant as matching funds for additional grant money from the South Florida Water Management District. This enabled the city to make considerable progress on the stormwater drainage improvements which will improve the quality of our nearshore waters.

We have been extremely satisfied with the service provided by you and your firm. You have been attentive and responsive as you guided us through the DCA processes, even through the difficult days during the loss of your friend and mentor, Betty. We wish you much success in the future and hope that we have an opportunity to work with you again.

Sincerely,

Vickie L. Bollinger

City Clerk

cc: Mayor Ronald A. Sutton

Mark Nixon, DCA



CITY OF MARY ESTHER

195 CHRISTOBAL ROAD - N. ● MARY ESTHER, FLORIDA 32569 TELEPHONE (850) 243-3566 - FAX (850) 243-0736

May 14, 2012

Jordan & Associates 769-5 Blanding Blvd. Orange Park, FL 32065

RE: Letter of Recommendation

Dear Jordan and Associates Staff,

My sincerest thanks to all of the Jordan and Associates Staff for their help with our current Community Development Block Grant (CDBG) to replace sanitary sewer lines, rehabilitation of lift station #5, a replacement of a section of water line and fire hydrants, as well as some grout injection for a section of the stormwater system. We are especially pleased with the outcome of all of our monitorings with the Department of Economic Opportunity (DEO) indicating no findings and no concerns. You supplied superb service in our former CDBG grant for our City's rehabilitation of four lift stations and prior to that, our Wastewater Treatment Plant. Your excellent working relationship with the Department of Economic Opportunity, City Staff, and our engineer, Hatch Mott MacDonald, has made our CDBG grants processes uncomplicated, for which we are truly grateful!

Jordan and Associates continual effort to secure and administer these Neighborhood Revitalization (NR) grants for our City has not only benefited the low to moderate-income citizens of our community, but it has also met the national objective of elimination of slum and blight.

Our Sincerest Thanks.

Lynne Oler City Manager



580-1 WELLS ROAD DRANGE PARK, FL 32073 PHONE: (904) 278-0030 FAX: (904) 278-0840 WWW.MITTAUER.COM

October 1, 2009

To Whom it May Concern

RE:

Letter of Reference

Jordan & Associates, Municipal Grant Consultants

Dear Sir or Madam:

We have had the pleasure of working with the fine people of Jordan & Associates for the past fourteen (14) years. During that time, we have witnessed nearly 100 municipal and county governments benefit from their ability to secure and mange both state and federal grants. Jordan & Associates continues to successfully plan, write, and administer grants including the following: Florida Small Cities Community Development Block Grant (CDBG) program, Federal Civilian Appropriation Request Forms (CARF), Florida Community Issue Budget Request (CIBR), U.S. Department of Commerce Economic Development Administration (EDA), Florida Office of Tourism, Trade & Economic Development (OTTED), Florida Recreation Development Assistance Program (FRDAP), and the Florida Boating Improvement Program (FBIP) to name a few.

As a seasoned grant writing firm, they have the experience and skill to package grants and appropriations together in such a way that the overall percentage of grant type funding is maximized. The firm also possesses staff and management which is committed to their clients. Jordan & Associates is known for going the extra mile and working with a client to achieve the best combination of funding that meets your needs within your budget.

This 14-year success story is a testimonial of their skill, expertise, and willingness to work with their clients' needs in mind.

Sincerely,

Mittauer & Associates, Inc.

Joseph A. Mittauer, P.E.

President

JAM/bb

TOWN OF POMONA PARK

"On Beautiful Lake Broward"
POST OFFICE BOX 518
POMONA PARK, FLORIDA 32081

May 17, 2012

To whom it may concern,

Jordan and Associates has partnered with the Town of Pomona Park as Grant Administrator for many projects and for many years. I personally have had the pleasure to work with Jordan and Associates for almost a full year since I became Town Clerk at Pomona Park. It is my understanding that they have always provided excellent service.

I find them to be prompt, great communicators with citizens and town personnel, pleasant, efficient and effective. I look forward to working with them in the future. All of the Jordan associates are knowledgeable about any question we might have. The office staff is pleasant and helpful. Jeffrey Winters in particular is a super nice person and a fabulous communicator. He is organized, great with detail, very patient and effective with all types of people. He takes an active interest in the communities he serves.

Past and present projects include CDBG Neighborhood revitalizations, CDBG Infrastructure grants for fire hydrants, FRDAP Grants for community park improvements. If you are considering contracting with Jordan and Associates, I wholeheartedly recommend them to you.

Most Sincerely,

Cindy Hair, Town Clerk

Town of Ponce de Leon

Post Office Box 214 1580 Hwy. 90 Ponce de Leon, Florida 32455 (850) 836-4361

February 16, 2012

Subject: Jordan and Associates

To Whom It May Concern:

The Town of Ponce de Leon has used the administrative services of Jordan and Associates for a number of years. In 2001, Mrs. Betty Jordan approached the Mayor and Town Council about her company and the services they provided. This was not an easy task to accomplish being that the Town of Ponce de Leon was leery about applying for any type of grant. Previously, the Town of Ponce de Leon had penalty points assessed because of the incompetence of a grant administrator. After that unfortunate matter was completed, another grant administrator stated that there was no need for their company to take the time to write a grant because it would not be awarded to our Town. Needless to say, Mrs. Jordan was faced with a challenge from the start.

Mrs. Jordan, however, gained the trust of the Mayor and Town Council and with her guidance the Town of Ponce de Leon was able to secure a grant in the amount of \$600,000 for a new well. Even during Mrs. Jordan's illness and untimely death, Jordan and Associates assisted the Town to receive another grant to upgrade an almost failing waste water system, and at the current time the Town has a grant working with Jordan and Associates to upgrade aged lift stations.

Over the years, the staff of Jordan and Associates has achieved camaraderie with the Mayor, Council and employees of Ponce de Leon. Their professionalism is superlative, but their personal relationship with our Town is unmatched. No questions are too big or small, and are answered within minutes as opposed to days. The staff of Jordan and Associates are committed and accomplished individuals who care about their company. Jordan and Associates will be an asset to any business that is fortunate enough to attain them.

Always keep the Lord in your life,

P B (Beth) Peterson

P.B. Retuson

Town Clerk



St. Johns County Board of County Commissioners

Housing & Community Services Division

April 7, 2009

To Whom It May Concern:

Over the years, St. Johns County has worked with Jordan & Associates on a number of successful Community Development Block Grant projects. We have always found their work to be of the highest quality and performed on a timely basis.

We would recommend Jordan & Associates to any local government.

Sincerely,

Thomas M. Crawford, Dir.

Housing & Community Services

TOWN OF ZOLFO SPRINGS

3210 U.S. Huy. 17 S. P.O. Box 162 Zolfo Springs, FL 33890-0162 Phone: (863) 735-0405 Fax: (863) 735-1684

February 7, 2012

Jordan & Associates has been a working force for the Town of Zolfo Springs for approximately 15 years. They have built a personable and professional relationship with the Town providing the town with dependable, knowledgeable and professional staff. They work closely with State and Local government agencies to provide the best possible up to date information.

Beyond working from the application process through construction, to completion and closing out town projects Jordan and Associates has proven their ability to make "positive change" to our community.

Respectfully,

June Albritton Town Clerk

New albutton

SECTION VI—FEES

Proposed fee, rates and level or service in relation to proposed fees

VI. FEE

When funding projects in the Florida Small Cities CDBG program, the Department of Economic Opportunity (DEO) sets maximum allowable fees for grant administration as a percentage of the total grant project. Jordan & Associates knows the financial challenges small communities face, therefore, we propose a fee *less than* DEO's maximum allowance. This assures there will be adequate Administration dollars to cover the municipality's costs associated with the grant. In addition, Jordan & Associates will not charge your community a fee to prepare your grant application unless it is awarded. Our proposed fee for your community's grant administration is outlined below.



Total Grant Amount	\$750,000
Fee for Administration (NR, CR, ED) (6.80 %)	\$51,000
Administrative Funds left for the County	\$9,000
Total Grant Amount	\$750,000
Fee for Administration (HR) (12.75 %)	\$95,625
Administrative Funds left for the County	\$16,875

SECTION VII — APPENDICES



pable | Pro

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

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

١.	This sworn statement is submitted to Taylor County, FL
	by Ronald M. Vanzant, President
	[print individual's name and title]
	for Jordan & Associates
	[print name of entity submitting sworn statement]
	whose business address is
	769 Blanding Blvd., Suite 5
	Orange Park, Florida 32065
	and (if applicable) its Federal Employer Identification Number (FEIN) is: 45-3819385

2. I understand that a "public entity crime" as defined in paragraph 287.133(1) (a), Florida Statutes, mean a violation of any state or federal law by a person with respect to and directly related to the transaction of a business with any public entity or with any 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 any 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.

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

- 3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, 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 of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
- 4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - 1. A predecessor or successor of a person convicted of a public entity crime: or
 - 2. 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 active 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.
- 5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision 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.
- 6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

Appendix C

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [attach a copy of the final order]
I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH I (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.
Town of <u>ORANGE</u> PARK
STATE OF FLORIDA
Sworn to and subscribed before me this $\frac{\sqrt{5^{+}}}{2}$ day of August , 2012
Personally Known
OR Produced identification My commission expires:
Notary Public KATHLEEN L BAKER MY COMMISSION # DD 906853 EXPIRES: Fobriary 5, 2014 Bonded Thru Notary Public Underwitters (Printed, typed or stamped commissioned name of Notary Public)

Jordan & Associates Is a DRUG FREE WORKPLACE

This statement is submitted to Taylor County, FL. In accordance with <u>Florida Statute 287.087</u>, which requires preferences to businesses with Drug-Free Workplace Program, Jordan & Associates hereby, certifies they have complied with Florida Statutes which require:

- l. A statement has been given and signed by all employees, which notify them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifies the actions that will be taken against employees for violations of such prohibitions.
- 2. Employees have been informed about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employees' assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- 3. Each employee, engaged in providing the commodities or contractual services for Taylor County, FL that are under bid, was given a copy of the statement specified in subsection (1).
- 4. In the statement specified in subsection (1), employees were notified 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, violation of Chapter 893 or of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5. Employees were notified that a sanction will be imposed on any employee, who is so convicted.
- 6. Jordan & Associates continues to make a good faith effort to maintain a drug-free workplace through implementation of section 287.087, Florida Statute.

As President of Jordan & Associates, I certify that Jordan & Associates complies fully with the above requirements of F.S. 287.087.

Ronald M. Vanzant, President

Date



August 6, 2012

Taylor County Clerk of Courts 108 N. Jefferson Street P.O. Box 620 Perry, FL 32348

RE:

Request for Proposals for Program Administration Services for FFY 2012-2013 Community Development Block Grant(s) and Related Programs

Dear Selection Committee Members:

We are excited to submit our proposal for consideration in response to your Request for Proposals (RFP) for Program Administration Services for FFY 2012-2013 Community Development Block Grant(s) and Related Programs. Enclosed please find one (1) original and four (4) copies of the proposal as requested outlining our professional qualifications for your consideration.

Guardian Community Resource Management Inc. (Guardian) is an industry leader in providing grant planning, writing and administration services. We have successfully overseen and completed over 270 Federal and State grant projects, resulting in \$700 million dollars of funding for local community improvements. We also understand that as with many grants, there is a certain level of financial risk required to compete. At Guardian we accept the risk and do the application work upfront. Should you contract with us for grant administration, we do not charge you for our grant writing.

As a full service grant management firm, with 150+ years of combined team experience, we believe our current active involvement in similar communities and our intimate familiarity with the complexities of Federal and State rules, regulations and requirements makes us the best qualified firm to fulfill your needs.

We encourage you to contact our references and confirm that when you partner with Guardian, you get a team that is responsive, technically knowledgeable and committed to your success.

It is our pleasure to offer our services to Taylor County. Please do not hesitate to contact me should you have any questions or require additional information.

Sincerely,

Christine Masek Alday, President Christine.Alday@GuardianCRM.com

> Guardian Community Resource Management, Inc. 930 Marcum Road, Suite 3, Lakeland Florida 33809 863-937-9035 /888-Guard93 / www.GuardianCRM.com *

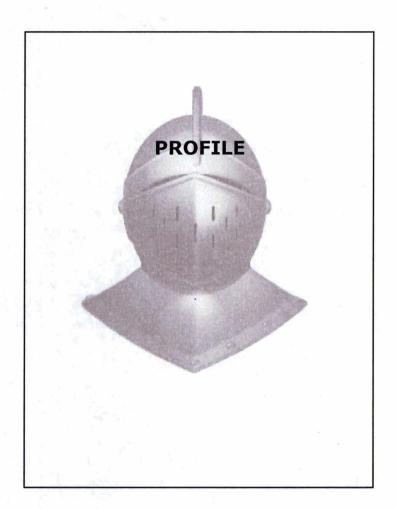


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TAB	1	PROFILE
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GUARDIAN of the Public Trust®



ORGANIZATION PROFILE

development and affordable housing. combined expertise and hands-on experience working in the areas of grant-funded community come from state and local governments. Our Team brings to your community over 150+ years of Owned Business. Guardian's Team is comprised of grant and administration professionals, many of whom established in 2005 as a for-profit, S Corporation, and is a State of Florida Certified Minority/Women Guardian Community Resource Management Inc. (Guardian) is a full service grant management firm



research, administration and management services. From its inception, the Guardian Team has worked for local governments to develop and provide grant From Inception Until Now!

Our full-service grant management includes, but is not limited to:

- grant research and grant application writing
- developing grant funding strategies, including loans/layering of all federal, state and private
- preparing Environmental Reviews (ERR) at all levels, in addition to recommendations for .buipunt
- cleanup management
- preparing invoices and approvals for expenditures with best practice audit and accounting reviewing/developing various grant related policies and procedures
- CONTROIS
- Needs Assessments draft / review/ and improvements to Capital Project plans, Housing Assistance plans, and
- preparing grant amendments
- establishing best practice client and administration files
- providing technical support and training to our clients
- construction oversight and inspections, including Davis Bacon, Section 3, MBE/WBE
- reporting.

program is ALWAYS being able to follow the money! We understand the most critical aspect of successfully implementing a grant-funded



expertise in layering multiple funding sources, which decreases the cost of programs to the local recovery) and Water Management District funding. Of equal importance is Guardian's unique team CHWIP, SRF, EDA, 108 loans, NSP, HOME, SHIP, FEMA Disaster Prevention (mitigation, preparedness, and projects using every major federal and state funding source, including, FDEO/CDBG, USDA, FDEP, TIF, Guardian professionals have worked throughout the state of Florida, on hundreds of publicly funded

community.



The Guardian office is **centrally located** in Lakeland, Florida, easily accessible to all major roads and highways giving our team direct and timely access to our clients. Additionally, **our employees can easily and readily be on site with you**, as many live locally to your project. The Lakeland office serves as the hub for all team members when they are not in the field serving our clients. The office is staffed with full-time office professionals that provide support to our clients and our other team members. The office is equipped with all the major technology equipment, including scanners, copiers, computers, servers, and more – everything needed to provide our clients with timely documents and information. Our main office operates on a five-day work week schedule, with normal office hours of 8am -5pm.

We are always available to you!







Our Team!

Each professional team member assigned to your projects:

- Holds a post-secondary degree or professional license.
- Brings to the table multiple years of experience working in the public sector or as a public official, yielding unique insight into knowing the level of quality, customer service and performance expected from our clients.
- Is dedicated to the success of all our clients' projects, as evidenced by their availability outside normal business hours.

The Guardian Difference

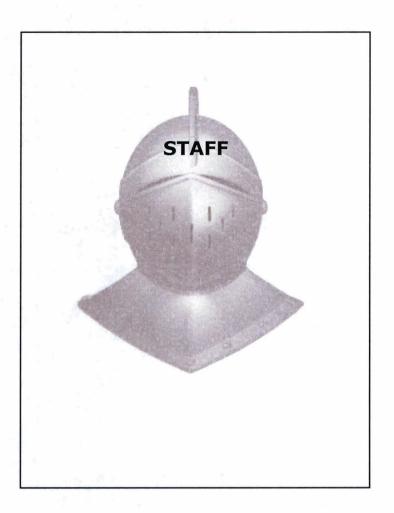
We **value each of our clients** and are grateful for each and every one of them. **We make every attempt to respond** to your calls and requests within 24 hours or less, even on holidays and weekends.

Ready to Proceed and Ready to Serve!

All Guardian team members:

- Are equipped with the tools to do their job from any location.
- Have a laptop with wireless broadband Internet access in addition to the full suite of Office products and other standard software.
- Carry **encrypted flash drives** for client privacy and protection, a cellular phone, limited office supplies, and where needed portable printers.
- Have access to Guardian's backup servers to ensure all documentation is maintained in accordance with public records requirements.
- Can offer our clients a toll free phone number accessible to not only Guardian clients but to all individuals and vendors that may be requesting assistance through the local governments and or agencies.







KEY TEAM MEMBERS AND THEIR QUALIFICATIONS



The Guardian team brings to Taylor County extensive experience with both Federal and State funding. Our experience includes the development and management of strategic grants and grant funding plans. The Team presented in this proposal is the Team with whom you will work with directly day in and day out. When you engage the Guardian team, we commit to being on site with you as often as is required. We understand the importance of face to face time, and we take it very seriously. Key industry professionals own and manage the business as well as serve your projects directly

Christine Alday President/CEO	Will provide overall project financial tracking, develop RFFs and provide financial oversight and controls.	 Over 14 years of audit, accounting, and financial management experience. Seven years of grants consulting and program administration experience.
Corbett Alday Vice President/COO	Will provide program oversight direction and supervision for senior staff. Will be the lead contact, providing years of experience in administering grant funded projects.	 Over 20 years of grants consulting and program administration experience. Engineering background ENVRR Specialist 100+ projects
Don Ridley Licensed Building Inspector Director of Construction Administration	Will provide technical assistance with managing the construction side of your program.	 Over 35 years of construction and construction oversight experience. Worked on seven (7) major disaster events. 100+ infrastructure jobs 2,000+ housing units
Antonio Jenkins Project Manager/Housing Specialist	Will manage all aspects of housing and project delivery services.	 Over 6 years of extensive operations and project coordination experience. 2,000+ housing units Well versed in the latest building standards and codes.
Bill Gearing Planner/Grants Administrator	Will provide technical assistance, report writing, and support on all regular grant administration activities.	 Over 35 years of experience in executive, administrative, and operational planning. An additional 20 years of experience in administration. Solid background in public relations and grant administration.
Jean Rags Project Coordinator	Will provide local government expertise and insight from the many grants that she has researched and managed.	 Over 12 years of experience with state and federal grants. Successfully implemented/ managed \$15+ million dollars through CDBG and NSP grants.
Other support staff	Includes grant administrators, office assistants, inspectors and other industry professionals.	The Guardian support team provides crucial in-office and remote support to our key team members and helps to insure the timely flow of information and deliverables to keep your project moving on time and within budget!

Christine Alday, Overall Grants Administrator

Ms. Alday is the owner and President of Guardian CRM. She has been working with grants and loan-funded programs since 2005. Her prior experience was working for a private Fortune 500 company as an Accountant and Auditor. She is responsible for the overall financial management of each project.

Professional highlights and duties:

Ms. Alday develops financial tracking for all grants and ensures accurate financial management. She has over fourteen (14) years of audit, accounting, and financial management experience, and seven (7) years of grants consulting and program administration experience. She is responsible for contract management, monitoring preparation and managing client relations.

She has worked on housing and infrastructure projects totaling more than \$100,000,000 in funding from myriad sources.

For our publicly funded projects, she:

- Provides grant writing and planning on all public grant and loan proposals.
- Creates a duplicate project budget and reconciles it regularly with the local government and the funding agency.
- Reviews budgets and financial plans for accuracy and appropriateness to meet client needs.
- Coordinates with client auditors on financial questions related to the grants.
- Reviews all grant close-out packages and provide a balance of project budgets prior to closeout.
- Reviews client procedures and policies as needed, including substantive tests, tests of internal controls, and evaluation of internal methodology.

In addition, Ms. Alday is also responsible for marketing and community relations and the development of all proposals and marketing materials.

Professional Associations

Metropolitan Ministries

President, West Central Florida Chapter, Grant Professionals Association Awarded Woman of the Year 2012-2013 by the National Association of Professional Women Florida League of Cities Florida Association of Counties Florida Community Development Association Florida Green Building Coalition

RECENT PROJECTS:

- Infrastructure: Indian River, Hernando, Highlands, Citrus & Martin Counties, Mascotte, LaBelle, and Lake Placid (various funding sources, including CDBG NR / CR / ED, USDA, FEMA, SRF, TIF, EDA, and more)
- NSP1, NSP3 Grant Administration-Homeownership and Multi-family Rental: Hernando, Martin, Osceola, Putnam, Flagler Counties, and Palm Coast
- NSP3 Abbreviated Action Plan Amendments, research and writing: Hernando, Martin, Osceola Counties and Palm Coast.
- ARRA CDBG: Eagle Lake and LaBelle
- Housing: Osceola, Martin & Citrus Counties, Arcadia, and Avon Park (various funding sources including CDBG, CDBG DRI, SHIP, HOME, HHRP, FHOP)

RECENT TRAINING:

- NSP / CDBG / SHIP / HOME / USDA / HUD / FDEO Workshops and Webinars (ongoing, monthly)
- OIG fraud, waste and abuse training
- CDBG Rule Hearings, Application & Implementation Workshops (annually)
- Attorney General's Summit: Florida in the Sunshine and Ethics Seminar

EDUCATION AND CERTIFICATIONS:

- Bachelor of Arts, Cum Laude in Accounting, University of South Florida
- Bachelor of Arts, Cum Laude in Creative Writing, University of South Florida
- Masters of Accountancy, Cum Laude, University of South Florida

J. Corbett Alday III, Field Project Administrator

Mr. Alday's career in public funded projects began over twenty (20) years ago with the Florida Small Cities CDBG program.

During his career, he has continued his work with Small Cities CDBG, adding work experience in a vast array of public funding sources. These include: Special Appropriation Disaster Recovery CDBG, Entitlement, HMGP, SHIP, USDA, SRF, FDEP, FDOT, OTTED, EDA, EPA, SWFMD, SRWMD, STAG, Historic Preservation, Section 108 CDBG, FRDAP, FEMA, HUD, SBA, HHRP, FHFC, NSP, and many others.

Professional highlights:

Mr. Alday has worked on disaster recovery projects related to all the major Florida hurricanes in recent history.

He has extensive project management experience from grant writing to implementation to close out.

He has successfully implemented HUD's Environmental Review Record (ENVRR) requirements on numerous projects.

He has a reputation for being responsive, professional, and accurate. Our clients will affirm that when they have a technical question and need sound guidance and advice, it's Corbett they call for assistance.

Mr. Alday is the leading expert in the State in the area of creative layering – the linking of multiple funding sources. For hundreds of projects, he has helped communities match sound technical solutions with the special restrictions of grant-loan programs. He has performed site investigations, preliminary scoring and budgeting, grant-loan funding research, bid and construction management, and assisted with the environmental compliance process.

Mr. Alday has experience working in over fifty (50) communities with over twenty (20) different sources of funding totaling more than \$500 million!

Professional Associations

Florida League of Cities
Florida Association of Counties
Lake County League of Cities
Florida Community Development Association
Florida Green Building Coalition
Grant Professionals Association

RECENT PROJECTS:

- Infrastructure: Indian River, Hernando, Highlands, Citrus & Martin Counties, Mascotte, LaBelle, and Lake Placid (various funding sources, including CDBG NR / CR / ED, USDA, FEMA, SRF, TIF, EDA, and more)
- Tech support / grant writing / research: Collier County Capital Projects Funding Strategies; Collier County Stormwater Master Plan; Collier County Business Incubator Funding and Implementation; Osceola County Entitlement Action Plan writing and implementation
- NSP1 & NSP3 Projects, oversight and tech support: Hernando, Martin, Osceola, Putnam, Flagler Counties, and Palm Coast
- Suwannee County Catalyst ED/EDA
- ARRA CDBG: Eagle Lake and LaBelle
- Housing: Osceola, Martin & Citrus Counties, Arcadia, and Avon Park (various funding sources including CDBG, CDBG DRI, SHIP, HOME, HHRP, FHOP)

RECENT TRAINING:

- NSP / CDBG / SHIP / HOME / USDA / HUD / FDEO Workshops and Webinars (ongoing, monthly)
- Green Building Training Series
- HUD ENVRR and RROF Training
- Storm Water Utility Rate, Planning, Utility Development & Financing Courses
- FEMA HMGP/FMGP TS Fay
- CDBG Rule Hearings, Application and Implementation Workshops, (annually)
- CDBG Section 108 Workshops
- Attorney General's Summit: Florida in the Sunshine and Ethics Seminar
- GIS for Comm. Dev Professionals

EDUCATION AND CERTIFICATIONS:

- Bachelor's Degree in Engineering,
 FSU, focus on environmental projects
- AA in Drafting Technology, Bainbridge College
- Certified Engineer Intern & Engineering Honor Society

Donald M. (Don) Ridley, Overall Construction Management

Mr. Ridley brings over thirty-five (35) years of construction and construction oversight experience to our team including seven (7) major disaster events. Mr. Ridley is experienced in FEMA disaster recovery programs, including all forms, policies and procedures related to disaster events i.e. Public Assistance worksheets and HMGP.

Professional Highlights:

Mr. Ridley has worked on disaster recovery projects related to all the major Florida hurricanes in recent history.

He is a recognized construction professional in Florida with a wide range of relevant experience: site development, housing, utilities, water and sewer plants, power plants, earthwork, foundations, concrete, masonry, steel, welding, painting and roadway construction.

He is well versed in permit, political and grants regulatory issues and understands the special restrictions of public grant-loan funded projects.

Mr. Ridley understands that document and financial controls are critical to effective grants management and is highly experienced in construction plans review, time management and cost control.

In addition, Mr. Ridley has worked with more than one-third of the Florida counties and municipalities as well as many leading engineering and construction firms. He has extensive experience with post-disaster redevelopment issues and has managed and inspected development projects for streets, downtown, water and sewer works totaling over \$300,000,000.

Mr. Ridley has personally worked on the construction of over 2,400 housing units. Mr. Ridley has been consulted on the development and the implementation of over fifty (50) Housing Assistance Plans (HAP), including SHIP, HOME, CDBG and HHRP.

Professional Associations

Florida League of Cities
Florida Association of Counties
Lake County League of Cities
Florida Community Development Association
Osceola Grants Resource Network
International Code Council

RECENT PROJECTS:

- Florida NSP CDBG City of Palm Coast, Hernando, Martin and Osceola counties
- DRI CDBG Martin County (2) and City of Lauderdale Lakes
- SHIP Hernando County Housing Authority Rehab Housing Delivery
- CDBG DRI (Special Appropriation CDBG) Martin County
- CDBG NR Eagle Lake
- CDBG- HR, ED, Disaster Recovery, Home Again, USDA, OTTED Highlands County and City of Avon Park Water, Infrastructure projects: sewer, gas and road
- CDBG Housing Rehabilitation City of Mascotte and Osceola County
- ARRA/CDBG City of Labelle and City of Mascotte Storm, Sewer, and Drinking Water Projects

RECENT TRAINING:

- FDCA NSP TA Training Tallahassee
- HUD ENVRR and RROF Training
- NSP Application Workshop, Orlando
- US HUD Environmental Review Procedures for Responsible Entities
- My Safe Florida Home Inspector
- FL Bldg. Code Advanced ;04:
 Building Structural Summary
- Interior Codes 2: Occupancy & Loads
- FL Building Code Advanced '04,Residential-Floors, Walls, & Roofs
- FL Building Code Advanced '04:IEQ Overview
- ADA Guidelines: Accessible Routes

EDUCATION AND CERTIFICATIONS:

- Business Education from Jones Business College
- State Licensed Standard Inspector, BN-0001431
- Certified SBCCI Housing Rehabilitation
- Certified SBCCI Building
- ACI, NICET, Florida DBPR License
- ICC and BOCAI Inspector

Antonio Jenkins, Project Manager/Housing Specialist

Mr. Jenkins manages the construction administration and resident project representation for our housing and land development programs, including CDBG, NSP, SHIP, HOME, and others. He has over six (6) years of extensive operations and project coordination experience and is well versed in the latest building standards and codes.

Professional Highlights and Duties:

His primary duties include project delivery and construction oversight, including single family homeownership and multifamily rental for NSP and CDBG Housing Rehabilitation Programs. In addition to:

- Conducts orientation sessions for prospective homeowners, contractors and vendors.
- Conducts home inspections to determine eligibility
- Reviews/recommends changes to HAP
- Conducts HUD Tier 2 Environmental Reviews
- Reviews soft second mortgage and construction contracts for grant compliance
- Conducts monitoring of homeownership and multifamily rental construction
- Conducts & provides inspections, work-write-ups, bid documents, NTB, and NTP
- Represents client at public workshops/hearings
- Creates and tracks the project construction budget, reviews, monitors, processes, approves construction and contractor payments authorizations;

Mr. Jenkins is a certified Property Maintenance and Residential Housing Inspector and Housing Rehabilitation Specialist. He is currently overseeing the construction and / or rehabilitation of 200+ housing units.

Mr. Jenkins has an extensive background in social and operations management. This experience enables him to provide excellent client service and serves as an invaluable asset in the-field and when face-to-face time is required with clients.

Professional Associations

Florida League of Cities
Florida Association of Counties
Lake County League of Cities
Florida Community Development Association
Florida Green Building Coalition

RECENT PROJECTS:

- NSP1 & NSP3 Project Delivery: Hernando, Osceola, Lake, Martin, Putnam & Flagler Counties and Palm Coast
- ARRA CDBG City of Eagle Lake: project delivery and construction oversight, infrastructure.
- Martin County CDBG DRI, SHIP: project delivery and multifamily construction oversight.
- CDBG projects in Avon Park, Lake
 Placid, Highlands County, Osceola
 County, Palm Coast, Arcadia, Citrus
 County, and Hernando County
- SHIP Hernando County Housing Authority, Rehab Housing Delivery

RECENT TRAINING:

- NSP / CDBG / SHIP / HOME / USDA / HUD / FDEO Workshops and Webinars (ongoing, monthly)
- Lake & Volusia County 2011 Annual Green Symposium
- HUD Section 3 training, 2011, Lakeland Florida
- Issues and Challenges of Owner Occupied Rehabilitation, 2010
- FDCA NSP TA Training Tallahassee
- HUD ENVRR and RROF Training
- Green Building Training Series
- CDBG Rule Hearings, Application/ Implementation Wkshops. (annually)
- US HUD Environmental Review Procedures for Responsible Entities
- My Safe Florida Home Inspector

EDUCATION AND CERTIFICATIONS

- Bachelor's Degree in Political Science, Valdosta State University
- Certified Inspector My Safe Florida Home
- Florida Green Home Designation Certification

Bill Gearing, Senior Planner, Grants Administrator

Mr. Gearing is a detail oriented professional with over thirty-five (35) years of experience in executive, administrative, and operational planning. He possesses an additional twenty (20) years of experience in supervision, as well as a solid background in public relations and grant administration.

Professional Highlights:

Prior to joining Guardian in June 2010, in his role as the Community Enhancement Coordinator in Lake County, he worked extensively with their CDBG and SHIP programs. Prior to Lake County, he was with the City of Umatilla, were he prepared proposals for the City resulting in awards totaling \$2.1M in grant funding. He wrote the City of Umatilla's first emergency management plan, five-year budget plan and new city ordinances.

In his capacity as Grants Administrator he is responsible for:

- Record file set up, monitoring, and maintenance, both on site and at Guardian
- Grant research, writing, and administration
- Required agency reporting (e.g., ARRA Monthly reports, CDBG Quarterly reports, etc.)
- Attendance and representation at site visits and monitoring
- Grant closeouts
- Review of grants management policy and procedures

Mr. Gearing has been responsible for the writing and submission of four (4) Neighborhood Stabilization 3 Abbreviated Action Plan Amendments to adjust and meet our clients' needs.

Professional Associations

Retired U.S. Army officer

Florida Community Development Association - Board Member

Lake Area Chapter, Military Officers Association of America, Board Member, past president Mount Dora Sister Cities Association, President Lake Sumter Grantsmanship Network, Board Member, past president

RECENT PROJECTS:

- Infrastructure: Indian River, Hernando, Citrus & Martin Counties, and Lake Placid (various funding sources, including CDBG NR / CR / ED, USDA, FEMA, SRF, TIF, EDA, and more)
- ARRA: City of Eagle Lake Storm and LaBelle WTF
- NSP 3 Abbreviated Action Plan Amendments: Hernando, Osceola, Martin Counties and the City of Palm Coast.
- NSP1, NSP3 Grant Administration-Homeownership and Multi-family Rental: Hernando, Martin, Osceola, Putnam, Flagler Counties, and Palm Coast
- CDBG Disaster Recovery Wilma 1 and 2, SHIP, HHRP, HOME, FHOP Martin and Osceola County Martin County
- CHOICE Neighborhoods Initiative, Planning Grant: Hernando County, research, writing, submission
- ED/EDA Suwannee County Catalyst HHRP/SHIP/HOME/FHOP Management: Lake County

RECENT TRAINING:

- NSP / CDBG / SHIP / HOME / USDA / HUD / FDEO Workshops and Webinars (ongoing, monthly)
- Environmental Review Procedures
- Acquiring Foreclosure Affected Properties for Affordable Housing Workshop
- Enhancing Your Housing Strategies
 Workshop
- SHIP Annual Report and SHIP Tracking System Workshop

EDUCATION AND CERTIFICATIONS:

- Certified Public Manager, Florida State University
- Certificate, Legal/Assistant/Paralegal Studies, Blackstone School of Law
- Bachelor of Arts, Political Science, University of Dayton

Jean Rags, Project Coordinator

Ms. Rags has over twenty-four (24) years of experience in public service. She served for twelve (12) years in local government, serving as Director of Health & Human Services and later promoted to Director of Community Development Services.

Ms. Rags successfully implemented and managed in excess of \$15 million dollars through Community Development Block Grant projects for Housing Rehabilitation and Economic Development and the Neighborhood Stabilization (NSP) Grant Programs.

Professional Highlights

Ms. Rags was responsible for the oversight and management of five (5) county departments within her Division with an overall budget of \$15 million.

Ms. Rags served as the County Project Administrator for Hernando County's Small Cities Community Development and Neighborhood Stabilization grant funded projects from 1999-2012.

Ms. Rags has been at the forefront in developing new cost saving measures to balance state mandated expenditures for local governments. She has lead legislative efforts at the state and federal level to change legislation directed at local governments as well as her twelve (12) years of work in post-secondary education.

Professional Associations

Florida Association of Counties Human Service Administrators (Past President)

Early Learning Coalition of Pasco & Hernando Counties, Inc. (Board Member)

Hernando County Health Care Advisory Board

New Beginnings Youth Crisis Shelter/Advisory Board

Brooksville Rotary Club (inactive)

Notary Public, State of Florida

RECENT PROJECTS:

- NSP1 Program Administrator:
 Oversight and Implementation of NSP1 funds for County
- CDBG NR Program
 Administrator: Oversight and implementation of CDBG NR funds to restore water & sewer infrastructure to needy community.
- NSP 3 Program Administrator: Oversight and implementation of NSP3 funds for County

RECENT TRAINING:

- NSP3 HUD Workshop
- FDEO NSP1 TA Training
- FDEO e-CDBG training
- NSP Implementation Workshop
- CDBG Rule Hearings,
 Application and Implementation
 Workshops (annually)
- FDEO DRGR Webinar Training
- NSP Workshops and Webinars (ongoing, monthly)

EDUCATION AND CERTIFICATIONS:

- Bachelor of Arts, Summa Cum Laude, Major in Human Services, Minor in Social Services, St. Leo College
- Associate of Arts, Honors, Pasco-Hernando Community College
- NIMS Series ICS100B, ICS200B,ICS007A Certifications

SUPPORT STAFF

Debbie Marshall, Grant Assistant

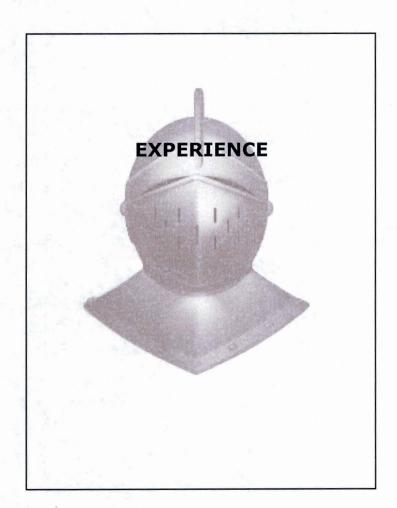
Ms. Marshall is a detail oriented, analytical professional that tediously maintains accurate record keeping and has extensive NSP program knowledge that enables her to successfully maintain quality grant compliance and management services on all projects. Her extensive experience in on-site file management will be of great value to your project as she will assist and support your staff in maintaining grant compliant records. Ms. Marshall's expertise is in audit preparation, managing files, processing detailed invoices, reviewing real estate transactions and providing all aspects of technical support as needed. Your staff will be supported daily in grant management tasks, including file maintenance, review of all applicant files, draw down back up, invoice and transaction review and reporting. In Ms. Marshall's two years of experience of on-site support, no client has received an audit finding. Ms. Marshall has an Associate of Science in Business Systems Technology, Associate of Science in Administrative Assistance.

Gayle Brett, Sub-consultant and Real Estate Specialist

Ms. Brett has twenty-five (25+) years of experience with buying, selling and managing real estate both in the private sector and also for the State of Florida. While with the Division of State Lands, Florida Department of Environmental Protection (DEP), she worked in the Conservation and Recreation Lands Program, Preservation 2000 and Florida Forever Programs. Ms. Brett also spent several years with Florida Department of Economic Opportunity (DEO). Ms. Brett's career has been built on bringing her expertise in private sector real estate into streamlining the state government land buying, selling and management practices to function as efficiently and as close to private sector practices as the State laws and rules would allow. While at DEP, Ms. Brett was Supervisor of the Multi-Parcel Acquisition Section. This section was tasked with buying property in some of the "derelict" subdivisions in Florida. These subdivisions were made famous by unscrupulous developers whom, in the late 1960's, "the great Florida land scams", sold lots all over the world, many sight unseen.

Vel Burris, Office Manager/ Grant Assistant

Ms. Burris provides support and assistance to all team members on a daily basis. Her knowledge of Microsoft Office programs is of great assistance to the team and to our clients when needed. Ms. Burris provides all administrative needs to maintain an efficiently running office. In addition she provides file and server management to ensure meticulously maintained records, preparation of marketing packages, assistance with applicant intake and keeping track of new program rules and regulations. Ms. Burris assists in the preparation and printing of any marketing packages for clients, assists in the review of applications and maintenance of applicant files along with phone assistance in answering questions of Guardian clients, program applicants, contractors and vendors. Ms. Burris has an Associate of Science degree in Human Services.



GUARDIAN GRANT EXPERIENCE

The constraints and requirements of grant and loan-funded programs are numerous, complicated and cumbersome. Guardian provides in-house grant specialists, financial consultants, project inspectors and construction specialists to provide all of the necessary services for the administration grant and loan-funded projects including, but not limited to CDBG Neighborhood Revitalization, Housing Rehabilitation, Community Revitalization, Economic Development, and Disaster Prevention (mitigation, preparedness, and recovery). Guardian professionals have worked throughout the state of Florida, on hundreds of publicly funded projects, using every major state and federal funding source. Of equal importance is Guardian's unique team expertise in developing grant funding strategies by linking multiple funding sources, which decreases the cost of programs to the local community.

WE BRING EXPERIENCE, EXPERTISE AND SUCCESS TO YOUR COMMUNITY!



- Our team brings to your community over 150+ years of combined professional experience.
- We have successfully completed over 180 infrastructure and housing Community Development Block Grant (CDBG) projects.
- We have completed over 270 projects \$700,000,000+ Grant-Loans and Private Layering.
- We are currently managing multiple Neighborhood Stabilization Programs (NSPs) over \$40M!
- We have administered and implemented construction or rehabilitation for over 5,000 housing units more than half of which have been for low and moderate income households (w/ median incomes at or below 80% of the area median income).
- We have worked successfully with over 75 business partners on over 4,000 jobs.
- We successfully secured administered and implemented one of only 11 Community Workforce Housing Innovation Program (CHWIP) projects selected by the State of Florida in the program's first year.
- We have created project specific forms, tech manuals and memos to fill the gaps in grant management protocols.
- We secured first Florida 108 loan" (HUD \$\$ for project too large for Small Cities Program) for a \$40M Economic Development project.
- We have maintained repeat clients, continuing to bid competitively keeping quality services and client satisfaction at the forefront of our practice.
- We have partners that complement our skills and expand our ability to serve our clients.

ECONOMIC BENEFITS OF THE GUARDIAN TEAM



ECONOMIC DEVELOPMENT \$1+ Mill in EDA, OTTED, HUD funds for 1-2

projects

AFFORDABLE HOUSING \$5+Mill in NSP, Choice Neighborhoods,

Sustainable Communities

UTILITIES \$5+ Mill in SRF, USDA, HUD

INFRASTRUCTURE \$1+ Mill in FDOT, HUD, State, EDA, EPA, etc

REVITALIZATION \$1+ Mill in HUD, EPA, State, Parks, etc

COMMUNITY BASED \$1+Mill in Foundations, HUD, USDA, State,

EFFORTS etc

FINANCIAL SAVINGS \$Millions in interest and local taxes or fees

from grants and very low interest loans

AUDIT READINESS \$Saving thousands of dollars and time in

findings

OVERCOMING BARRIERS \$100's of thousands in jobs, partnerships

and opportunities

GUARDIAN SUCCESS!



The best way to see the benefits of Guardian team members working for you is to consult our references and see our client successes. While no ethical grants professional can guarantee grant funding, if you look at Guardian's record, you will see **We are highly successful at getting the grants we write funded.** We do not write grants we believe have no chance of being funded, and then charge you for grant writing services. You can expect the same dedication and performance on your behalf, whether it is enhancing programs through monitoring, procedures and training or developing new ones:

OSCEOLA COUNTY: \$27M+ NSP, CDBG, SHIP

MARTIN COUNTY: \$10M+ NSP, DRI, CDBG, SHIP, HHRP

HERNANDO COUNTY: \$8M+ CDBG, NSP

HIGHLANDS COUNTY: \$12M+ CWHIP, SHIP, HHRP, HOME

LABELLE: \$18M+ ARRA, SRF, USDA, CDBG

PALM COAST: \$5M+ NSP, CDBG

And looking back at our team's success:

CITRUS COUNTY: \$5M+ SRF, CDBG, EDA, OTTED

DESOTO COUNTY: \$24M+ USDA, SRF, OTTED, CDBG, EPA

SEBRING AIRPORT: \$3M+ EDA, OTTED, CDBG, HUD, EPA

• LAKE PLACID: \$3M+ CDBG, FEMA

• CITY OF ALACHUA: \$63M+ CDBG, SHIP, EDA, FRDAP



EXPERIENCE WITH STATE AND FEDERAL REGULATIONS AND PROGRAMS

Guardian professionals have worked with all major forms of public grant-loan programs, including all appropriate state and federal rules affecting public grant-loan projects, including:

- CDBG Neighborhood Stabilization Program (over \$40M in NSP and program income)
- CDBG Economic Development (with over \$50 million in ED funds handled)
- CDBG Neighborhood Revitalization (over 250 miles of water, sewer, roads, and storm water)
- CDBG Housing Rehabilitation & Development (with over 4000 units addressed in Florida)
- CDBG Commercial Revitalization (including matching FDOT, Historic, Parks, and CRA \$)
- CDBG ED Loans (addressing infrastructure for small business development)
- CDBG Section 108 Loan (including developing the first successful 108 in Florida)
- CDBG Disaster Recovery Set-Aside (negotiating with state officials for the best award)
- CDBG Disaster Recovery Special Appropriations (for7 different storm events)

And they have worked with every major source of layering and the related state and federal rules that can affect the project:

- HUD Neighborhood Stabilization Program 1 and 3
- USDA Water & Waste Loan-Grant and Housing Preservation Grants
- EDA Public Works Grants and Technical Assistance Grants
- FDEP SRF Facility Loan & Grants, Park Grants, and Water Quality Grants
- FDEO (fka FDCA) Community Development, Disaster, and Preservation Grants
- State OTTED (formerly) Rural Infrastructure, Road Grants and Enterprise Zones
- Water Management District Cooperative Funding
- Florida Housing Finance Corporation HOME and SHIP funds
- FDOT Capital Projects/ISTEA and TEA 21
- EPA STAG and Special Project Appropriations
- HUD Economic Development Initiative Special Appropriations
- FDHS FEMA-FDCA Disaster Recovery and Mitigation Matching Grants

We have worked with every major agency funding projects in Florida:



































GUARDIAN of the Public Trust ®

At Guardian, we stand for not only the grant and the compliance, but also for fiscal and public responsibility. These projects are always in the public eye and under heavy scrutiny.

Guardian always recommends, provides alternatives and researched facts. We think ahead to potential problems, to find solutions which are in the best interest of the client and their community.

Local Government	Fund Year	Type of Grant(s)	Funded Amount	Scope	Project
Citrus County (continued) Heidi Blanchette, Operations Manager, (352) 527-7528 Heidi.blanchette@bocc.citrus.fl .us	Cont.	Cont.	Cont.	The Guardian team members provide housing delivery, including applicant intake and evaluation, contractor bidding/selection, performance inspections, and construction admin. This includes contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.	4
City of Eagle Lake Mr. Pete Gardner, City Manager, (863) 293-4141 citymanager@eaglelake- fla.com	2009-2011	CDBG-NR (completed on time)	\$700,000 of CDBG funds will be layered with local efforts, including a community budget issue request (CBIR).	Project was for new storm water facilities and retrofits in LMI neighborhoods. The Guardian team provides grant administration and program oversight. This includes contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.	
City of Mascotte Ms. Michelle Hawkins, City Clerk, (352) 429-3341 Michelle.hawkins@cityofmascot te.com	2007-2010	SRF, USDA, CDBG-NR, Legislative Project (completed on time)	\$30,000,000 will be layered and invested	Project expanded their wastewater and drinking water systems, including new treatment and trunk mains. The Guardian team provided grant/loan writing, program management and layering expertise.	Wastewaler Treatment Process Princy Services Treatment Process Princy Services Ser
Osceola County Jamie Rowland Housing Specialist (407) 742-8400 J2boy@osceola.org	2009-2011	CDBG-HR, SHIP (completed on time)	\$1,000,000 layered through SHIP and CDBG funds	Program addressed twelve (12) housing units. The Guardian team provided grant writing, program management, housing rehabilitation delivery services and layering expertise.	
City of Avon Park Maria Sutherland Administration Service Director (863) 452-4411 Sutherland@avonpark.cc	Project closed out March 2010	CDBG-CR, CRA, City, FDOT (completed on time)	\$1,400,000 local and grant funds layered	These funds were used to build and rehab street paving, sidewalks and pedestrian malls. The Guardian team provided grant administration, layering expertise, contract implementation, attendance and assistance with monitoring visits.	

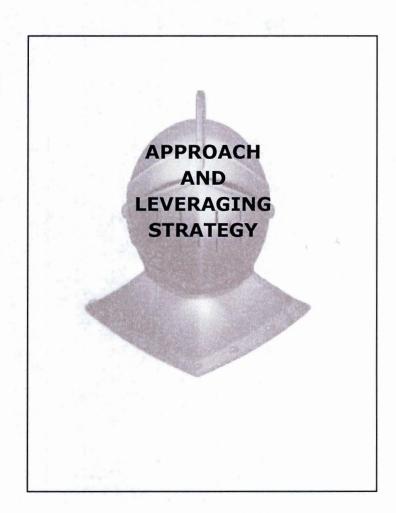
Local Government	Fund Year	Type of Grant(s)	Funded Amount	Scope	Project
City of Fort Meade Deena Ware Assistant to City Manger (863) 285-1100	Project closed out in March of 2010	CDBG-NR (completed on time)	Over \$3,000,000 in funds invested	This was an infrastructure project the Guardian team provided grant writing, administration and layering expertise, including contract preparation, implementation, and assistance with and attendance at all audits and monitoring visits.	0000
Martin County Donald Cole, Housing Program Manager (772) 288-5901 dcole@martin.fl.us	2009-2013	Florida CDBG NSP1 (in progress) HUD – NSP3 (in progress)	\$4,300,000+ will be invested through NSP and partner layering. \$3,200,000+ will be invested through NSP3 and partner layering.	NSP1 and NSP3 funding to address the problem of foreclosed and abandoned properties in targeted areas of greatest need. The Guardian team members provide grant writing, planning, layering, and program management expertise. This includes development of the County's application and supporting the County through the review and approval process. Grants management includes procedures, RFQs, training, ENVRR, reporting and compliance monitoring throughout the program. Housing Delivery in the form of needs assessments, bidding and inspections is included.	FOR
City of LaBelle Mr. Michael Boyle, Superintendent of Public Works, OR Ms. Mary Jo Wilson, Deputy City Clerk (863) 675-2872 hboyle@citylabelle.com	2008-2011	USDA Water and Waste Loan-Grant (WWLG), SRF, CDBG-NR, private layering. (completed on time)	\$17,000,000+ of loans, grants, and developer contributions layered and invested.	Project was for new Water Treatment Plant and well. The Guardian team provided grant/loan writing and research, grant-loan administration and technical support, layering expertise on an hourly basis by task order, as needed.	
Indian River County Bill Schutt, AICP, Planning Div. Senior Economic Development Planner (772) 226-1243 Deschutt@ircgov.com	Project closed out November 2009	CDBG-NR (completed on time)	Over \$2,000,000 of local and grant funds layered and invested.	This project entailed the construction of a new Fire/EMS station, featuring partnerships the local fire district, CBO and State and Federal agencies. The Guardian Team provided grant administration, layering expertise and program oversight.	

Local Government	Fund Year	Type of Grant(s)	Funded Amount	Scope	Project
Highlands County June Fisher, Community Services Programs Division Director (863) 402-6834 ifisher@hcbcc.org	2005-2007	CDBG-HR, FHFC HOME Again, HUD, HHRP, SHIP (completed on time)	Over \$3,000,000 of layered funds were invested in this program	This program used funds from multiple sources for housing rehabilitation demo/replace and emergency repairs, over 150 housing units addressed. The Guardian team provided grant writing, prog.admin,construction mgmt,contract prep/implementation, layering expertise.	
Town of Lake Placid Arlene Tuck, Town Clerk 863-699-3747 Arlene_Tuck@mylakeplacid.org	2006-2008	CDBG-NR (completed on time)	Over \$6,000,000 of funds were invested through CDBG and private investment	This CDBG project used the funding to build and/or improve water and sewer mains and roads. The Guardian team members provided funding research, grant writing and program administration, including contract prep/implementation, layering expertise, assistance with & attendance at all audits and monitoring visits.	
Highlands County Mike Willingham Sebring Airport Authority (863) 655- 6444 Ext.103 m@sebring-airport.com	2005-2006	CDBG-ED (completed on time)	\$12,000,000 of funds were invested through private funds CDBG, airport, State and Enterprise Zone incentives	The funds were used to build natural gas mains at the Sebring Airport, over 120 jobs were created in this area of critical concern. The Guardian team members provided funding research, grant writing and program administration, including contract preparation and implementation.	
Highlands County June Fisher, Community Services Programs Division Director (863) 402-6834 ifisher@hcbcc.org	2004-2006	CDBG-ED (completed on time)	\$12,000,000 of funding layered and invested in the community	The funds were used to build access and storm facilities. Over 125 jobs were created in this area of critical concern. The Guardian team provided funding research, grant writing and program administration, including contract prep/implementation, assistance with & attendance at all audits and monitoring visits.	Lowes
Town of Lake Placid Arlene Tuck, Town Clerk (863) 699-3747 Arlene_Tuck@mylakeplacid.org	2005-2007	CDBG-NR, RIF, SWFWMD (completed on time)	Over \$8,000,000 in funding layered and invested in the community	Funds were used to construct/rehab sewer, access and reuse. The Guardian team members provided funding research and grant writing on an hourly, as-needed basis.	RECLAIMED WATE

Local Government	Fund Year	Type of Grant(s)	Funded Amount	Scope	Project
Highlands County June Fisher, Community Services Programs Division Director (863) 402-6834 jfisher@hcbcc.org	Project closeout in 2006	CDBG-ED (completed on time)	Over \$10,000,000 of layered funds were invested in this infrastructure project	The program funds were used to construct a rail spur, provide access for storm water facilities while creating over 60 jobs. The Guardian team provided grant writing, program administration and technical support.	THE RESIDENCE OF THE PARTY OF T
DeSoto County	2002-2005	CDBG-ED, USDA, SRF, SWFWMD	\$100,000,000 of funding layered through private industry, Dept of Juvenile Justice, SWFWMD, DOC	Over 600 jobs created and invested in the community. This project was in an Area of Rural Critical Economic Concern. Mr. Alday's previous work included providing grant/loan writing, technical support, inspection and layering expertise.	
DeSoto County	2002-2005	CDBG-ED, RBEG, RIF	\$16,000,000 in funding was layered and invested in the community	Funds were used for water, sewer mains and roads. This program featured a partnership with private industry, the City and the County. Mr. Alday's previous work included providing grant writing and program management services.	
	nstrugo, rabys antonato	had a b size.	ontofiant the north section of the control of the c	in politica in the contract of	Low Priors Control of the Control of
DeSoto County	2004-2005	CDBG-DRI, FEMA, HHRP, SHIP	Over \$35,000,000 in funding layered and invested	The program layered funds provided mitigation, housing rehabilitation and replacement, repairs and redevelopment. Mr. Alday's previous work including providing program and project coordination and oversight by addressing over forty (40) housing units.	
City of Homestead	1993-1997	CDBG-DRI, FEMA	Over \$50,000,000 of funding layered and invested the community	Over 400 housing units were addressed by mitigation, housing rehabilitation and replacement, repairs and redevelopment. Mr. Alday's previous work included providing grant writing, project coordination and construction/housing rehabilitation administration.	

Local Government	Fund Year	Type of Grant(s)	Funded Amount	Scope	Project
Collier County, Immokalee CRA Ms. Penny Phillippi, Executive Director (239) 252-2310 PennyPhillippi@Colliergov.net	(currently contract extended thru Sept. 2017, on as-need basis by task order)	Tax Increment Financing (TIF), SRF, USDA, EDA, Special Appropriations, MSTU, TIF and local County Funds. (in progress)	Over \$7,000,000 in various funds will be layered and invested.	The Guardian team provided strategy writing, program management and layering expertise throughout the contract period. Guardian researched and wrote a CRAwide flood control and water quality master plan. The program included Guardian assisting the City with indentifying multiple sources of funding for this large project, including Water	Late Crabul Course to Course A coop A
	as control of the con	Jens Spotent Au L Sold Dengthrous for The wife pay at 5	Calgaria Carporati	Management District Funds, State Revolving Funds (SRF), USDA, CDBG, EDA, appropriations and other funds.	IMMOKALEE CRA
	And I may	en a partir sensitiva	Martine Comments	Guardian was engaged to develop a Capital Projects Plan. This required extensive research, community outreach, and attendance at various meetings. The	st Street Plaza Concept
	100 miles	o ne postavanació	The same of the sa	final deliverable provided to the client detailed the most important Capital Projects as identified by the County, the citizens, and County partners.	IMMOKALLE CRA
	T _B	The Art of the Control of the Contro	and design	Guardian using the preceding Capital Projects Plan, worked with the County to gather public input and identify the top five projects. Guardian is currently in the	
	3, 40,000		43. (6.3)	process of completing a detailed funding guide for each of these five projects, including research and our recommendation on how to win grants and acquire low-interest loans in preparation	
The state of the s				for presentation to the BOCC. Guardian has also been engaged to prepare and assist with submitting an Economic Development Administration (EDA) grant	
		of the second	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	for a large infrastructure and job creation project in the Immokalee CRA. The grant application is due in September of 2012.	Immokalee Pherida in the 21st century

Local Government	Fund Year	Type of Grant(s)	Funded Amount	Scope	Project
Osceola County Danicka Ransom, Housing Manager (407) 742-8400 dran@osceola.org	2009-2013	Florida CDBG NSP1 (in progress)	\$20,000,000 of NSP1 and private funding layered will be invested in the community.	The funds are being used for financing mechanisms for REO property purchases and REO-LMMI housing rehabilitation. A minimum of 190 housing units will be addressed.	
didingosccola.org	2011-2014	NSP3 (in progress)	\$4,000,000 in NSP3 and private layering will be invested in the community.	The Guardian team members provide grant writing, planning and layering expertise. This includes developing the County's application and supporting the County through the review and approval process. Grant management includes providing and monitoring procedures and policies, reviewing RFPs and RFQs, training of County staff, ENVRR, reporting and compliance monitoring throughout the program, financial management and oversight, detail review of real estate transactions to ensure grant compliance.	N S I
City of Palm Coast Beau Falgout, Senior Planner (386) 986-3796	2009-2013	Florida CDBG NSP1 (in progress)	Over \$2,664,903 to be invested through NSP and partner layering.	NSP1 and NSP3 funding for housing acquisition/rehabilitation program for sale to households with incomes less than 120% of AMI, direct purchase assistance and housing acquisition/ rehabilitation	
bfalgout@palmcoastgov.com	2011-2014	HUD- NSP3 (in progress)	\$1,375,071 to be invested through NSP3.	program for lease to households with incomes less that 50% of AMI. The Guardian team members provide grant writing / updating, planning, layering, and program management expertise. This includes supporting the City through the review and approval process. Grants management includes procedures, RFQs, training, ENVRR, reporting and compliance monitoring throughout the program. Housing Delivery tech support in the form of review and monitoring of needs assessments, bidding and inspections will be included.	NEIGHBORHOOD STABILIZATION PROGRAM da to rare stide



THE GUARDIAN APPROACH AND LEVERAGING STRATEGY

TIME IS MONEY	Work hard, work smart, call any time
COMPETITIVE FEE	We bid the work, not the maximum allowed
LAYERING	Bringing various funds together, conserving, thinking out of the box
ESTABLISH CONTROLS	Financial, document, contract, self auditing
THINKING IN TERMS OF THE FUTURE	Growth, employment, disasters, political and rule changes
PROFESSIONAL ETHICS	Respect the funder, client, beneficiaries; be aware of the public eye
REPEAT SUCCESSFUL COMPLETION	On time, under budget, looking for future opportunities to assist your community
COMMUNICATION	Key to resolving problems before they happen
BUILDING PARTNERSHIPS	Networking, sharing information, researching all the time
ATTENTION TO DETAILS	Self monitoring and audit preparation all the time

Our approach is comprehensive, detailed, and follows a proven work plan centered on quality control.













The Guardian Team is the Right Team for this Work.

SKILLS, SERVICES, AND TALENTS REQUIRED

Your community needs a consultant that can:

- Develop draft bids documents, advertise and vet contractors; provide training and support to all contractors and vendors to ensure efficient, effective and timely project completion.
- Attendance of pre-construction meeting and bid/construction development support.
- Oversee construction activities, including field verification of quantities and adherence to project specifications, including Section 3 activities.
- Maintain detailed construction and progress logs, inspection reports

GUARDIAN IS THE RIGHT TEAM

We have monitored and overseen dozens of sub-recipients as part of our CDBG, EDA, TIF, SRF, OTTED, NSP, HOME, SHIP, private leverage and multiple other grant and loan-funded project management, including rate negotiations.

- We have created draft bid documents and have years of experience with advertising for and vetting contractors and vendors in the best interest of our communities, which have enabled us to see hundreds of projects through to successful completion.
- We have contract requirement guidelines established for preconstruction meetings and will provide CDBG training for the contractor and their subs.
- We will provide the Project Engineer and/or Architect w/electronic version of standard document guide, supplemental conditions for specific grant & include the Wage Decision(s) for the project.
- We have developed quality inspection records and progress reports for immediate review.

SKILLS, SERVICES, AND TALENTS REQUIRED

Your community needs a consultant that can:

 Conduct and manage the environmental review process consistent with all NEPA governing regulations and requirements

GUARDIAN IS THE RIGHT TEAM

Corbett Alday has extensive HUD experience on completing environmental reviews. Our Team has received praise from State agencies on the completeness and accuracy of the environmental reviews we have prepared.

The environmental review process is one the Guardian Team's specialties!

SKILLS, SERVICES, AND TALENTS REQUIRED

Your community needs a consultant that can:

- Develop and administer agency contracts.
- Establish financial and activity tracking & reporting mechanisms, ensuring accuracy, and accountability of program funds in compliance with program guidelines.
- Coordinate draw down of program funds, draft Request for Funds for staff approval.
- Review Change Orders & pay requests for compliance with specification and actual progress.
- Provide all monthly/quarterly reports as required by Congress, HUD, DEO and other funding agencies.
- Provide technical assistance as needed.

GUARDIAN IS THE RIGHT TEAM

Christine Alday has extensive experience with funding agency contracts and managing and tracking all manner of grants and loan-funded project dollars, including HUD & CDBG.

For every project, the Guardian team:

- Sets up a duplicate comprehensive program budget and regularly reconciles our numbers with yours.
- Sets up uniform checklists and forms for vendors, stakeholders, and applicants.
- Reviews all pay requests and changes orders for accuracy and appropriateness.
- Draft all funding and reporting agency reports for staff review.
- Sets up your filing system and regularly self-monitors it for completeness.
- We are familiar with and understand the reporting requirements imposed by HUD on DEO and in turn the requirements DEO imposes on local governments.

SKILLS, SERVICES, AND TALENTS REQUIRED

Your community needs a consultant that can:

 Perform other duties as necessary to ensure that all program parameters are executed in accordance with the CDBG guidelines and state and federal program requirements and regulations including 24 CFR, Part 85.

GUARDIAN IS THE RIGHT TEAM

Overall grant program management, including HUD & CDBG, is the core of Guardian's business. It's what we do! We realize that although we will present to you the most comprehensive scope of services possible, we will inevitably encounter new tasks and approach strategies as our program management unfolds.

 Because we have such a long history of successful HUD & CDBG work – including Disaster Recovery CDBG and other special appropriations – we can commit to you that we will perform all duties necessary to meet all program requirements.

SKILLS, SERVICES, AND TALENTS REQUIRED

When it comes to CDBG grants, including neighborhood stabilization, infrastructure-related construction like sewer, water, and storm water, and related financing mechanisms, your community needs a consultant that has:

- Thorough knowledge and understanding of grant infrastructure guidelines and requirements.
- The dedication and commit to ensure the quality of each project meets and exceeds grant standards.
- The experience and willingness to undertake the management of neighborhood revitalization and community development activities, including assistance with FEMA emergency/disaster grants beyond the scope articulated in the RFP.

GUARDIAN IS THE RIGHT TEAM

The Guardian Team brings to your community decades of experience.

We have worked with myriad State and Federal funding sources and are committed to your success.

We have assembled a team with all the professional backgrounds necessary to cover every facet of grant and loan-funded administration and implementation.

We understand the challenges that accompany CDBG programs, and have drafted successful strategies for meeting and overcoming them.

Let's Get Started!



Preliminary Activities:

- Background research to identify project/program needs and networking with staff and community leaders to determine priority needs and formulate appropriate grant solutions.
- Develop leveraging strategies.
- Kick-off meeting with staff and review all requirements and meet with businesses, organization partners, and other team members who may provide income surveys, GIS mapping, engineering documents, etc.
- Prepare for 1st Public Hearing, CATF meetings, Fair Housing activities and 2nd Public Hearing.
- Review and/or Develop new policies required for the grant submission process.
- Conduct surveys to determine number of LMI/VLI beneficiaries in all service areas.
- · Prepare and submit final grant application following Board approval.
- Prepare for and provide representation and support during site visits.
- Prepare for and provide representation and support during outreach or orientation seminars by your community.
- (Economic Development) From the business partner and /or business partner's investor:
 obtain evidence of equity and/or cash on hand, business plan and financial statements,
 letter of commitment, loan commitment (when required), proof of site control, list of current
 employees and evidence of new job creation, and provide sample Participating Party
 Agreement for legal review.
- Complete supporting documents for grant award contract documents.
- · Complete grant agreement work plan and budget.
- Develop required project record and filing system for all local/original documents.
- Establish a duplicate grant contract file system for tracking grant activity (electronic format preferred).
- Establish a master schedule with milestones.
- Prepare required public notices.
- Prepare required request for comments.
- Prepare any needed maps or supporting documentation.
- Policy and procedure review.

You've Got the Grant - Now What?



Post Award Activities:

- Prepare environmental review record (ENVRR).
- (Economic Development) Execute Participating Party Agreement
- Prepare FONSI advertisement and Request for Release of Funds (RROF).
- Site/project specific inspections and ENVRR checklist as needed.
- Review/update any required grant policies and procedures manuals.
- Review all grant agreements for compliance, requirements and special conditions.
- · Establish grant performance measures and benchmarks of performance.
- Provide a sample / review/ update RFP/RFQ for contractors and vendors.
- Recommend short list of vendors (e.g. construction contractors, surveyors, and any other remaining services needed).

Bring in Your Partners!



Outreach, Partner / Vendor Training & Support:

- Develop operating procedures and accompanying checklists and standardized reports for your project partners and vendors.
- Provide training, support and monitoring of the day to day activity of the partners, vendors and your staff.
- Provide sample grant required forms, vetting forms and forms of agreement for contractors, partners, and vendors.
- (Housing)Implement and train on qualification and selection program for all participants.

Let's Get to Work!



Regular Compliance Monitoring:

- (Housing) Provide applicant screening and audit of case files as needed.
- Oversee project schedule and compliance, including regular monitoring and updates.
- Representation during monitoring visits and audits.
- Coordination with other agencies, partners, recipients and contractors.
- Provide all other necessary technical assistance.
- Prepare regular status reports, e.g. grant contract status, administrative status, quality control activities and results, major accomplishments, success stories, etc., noteworthy meetings and accomplishments, work plan issues, available budget and uses of funds.
- Updates to HUD 2880 disclosures, Section 3 and MBE/WBE performance reporting.
- Procedures for comprehensive identification of beneficiaries.
- Create monitoring, documentation and reporting of the efforts and results.
- Monitor all regular grant-funded project activity to ensure compliance.
- (Infrastructure) Davis-Bacon compliance for relevant activities, e.g. review of related contractor payrolls, wage interviews, project photos, etc.
- (Infrastructure) Request wage decisions where applicable and provide sub-grantee/contract guidance for specific activities.
- Review construction contract documents and supporting information compliance.
- Review & ensure compliance with applicable laws, e.g., ADA/504 Handicap Accessibility, Uniform Relocation Act and Anti-Displacement, Copeland Anti-Kickback, Civil Rights, Fair Housing, all applicable parts of 24 CFR, and any other related federal requirements.
- Oversight and coordination of citizen input and meetings (coordination and response to citizen complaints).
- Develop, process and track amendments (action plans and other plans) where needed.
- Identify conflicts of interest and coordinate the issuance of a waiver if necessary.

Manage construction from beginning to end!



Project Delivery Services:

- Conduct initial site visit.
- Meet with the Building Department, Purchasing Department, Engineering Department & other involved departments to coordinate bidding, permitting & inspections as needed for specific activities.
- Advise on / assist with expediting permitting.
- Provide guidance on establishing & managing construction schedules.
- Review bid specifications prior to advertisement.
- Assist with finalizing the Scope of Work (construction bid).
- · Work with your staff to bid out, select & receive approval for contractors and bids.
- Coordinate meetings with staff and contractors to review and sign construction contracts, related documents.
- Attend & provide technical assistance during any pre-bid or pre-construction conferences as needed on houses or infrastructure.
- Review the Notice to Proceed for compliance so construction can begin.
- Provide quality assurance and grant compliance construction inspections. Work with the building department to coordinate inspections & approval of draw requests during construction.
- Review all pay applications and change orders before approval.
- Review final construction documents for completeness.

Always Follow the Money!



Financial Oversight:

- Assist with implementing an internal budget and setting up purchase orders, as needed.
- Review and advise on a project financial management system for receiving and disbursing funds.
- Assist with financial reporting required by the funder.
- Assist with all Requests for Funds (RFF), working closely with your community's Finance Department.
- Review, advise, and establish layering plans for each program's eligible budget and activities to coordinate proper use and tracking of layered funds.
- Review pay authorizations and change orders for compliance.
- · Review amendments for compliance.
- Advise on maintenance of project account records.
- Provide sample time sheets for tracking of eligible grant-funded staff time.
- Assist with responding to external and internal audit questions.

We made it to Project Closeout!



Project Closeout Activities:

- Balance final project budget.
- Gather all necessary completion supporting documents.
- Prepare documents for administrative/financial close out of projects.

Linking of Multiple Funding Sources (Layering)



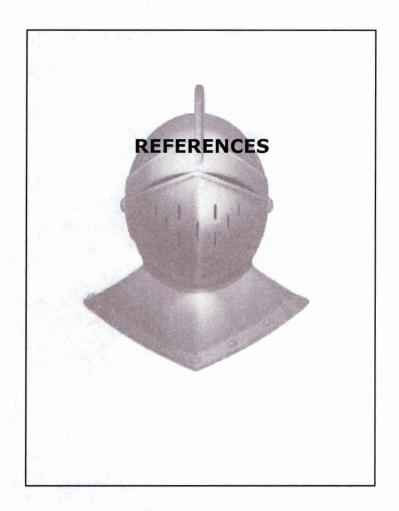
Creative thinking is critical to a professional grant writer and program manager. The key to most successful development solutions of the future is creative layering, or the linking of different sources of grants and public, discount (rate and/or term) financing.

With tremendous growth, ailing infrastructure, lagging wages, increasing fuel cost, more complicated regulations, and decreasing grant funds, creating and managing strategic grants plans, or "layering," is even more critical to your development goals. It is the key to matching precious few resources with your most important economic development needs (storm water, sidewalks, parking, sewer, developable land, etc).

Guardian professionals have more experience with layering than any other consultant in this area.

- Guardian team expanded the concept of layering multiple sources as a basic component of every community development project and coined the phrase 'creative layering.' Our first consideration is how a program can be enhanced with available resources maximized.
- The development and linking of multiple programs is the foundation of Guardian's project approach. We constantly seek ways to enhance each project by linking resources.
- > We understand that every community is struggling to fund critical community and economic development needs. **Every dollar counts.**
- ➤ With decreasing available grant dollars and ever increasing requirements of the local government, creative thinking in finding sources of layering is absolutely critical. Guardian team has administered/linked over \$700,000,000 in private and public funds.
- We provide our clients the greatest possible access to public grant-loan dollars through programs guides, ongoing research and investment in finding solutions at our expense and risk.
- We determine for the client how best to draw upon multiple funding sources and how those funds can be incorporated into an overall plan that meets project needs and the program guidelines. Then, we link those programs together to maximize the benefit and minimize the burden to the client.
- Through creative layering, multi-sourcing, and strategic planning with Guardian, clients receive millions of dollars in funding they might not otherwise ever obtain.

THE CITY OF LAKE PLACID			SEBRING AIRPORT AUTHORITY		
CDBG ED (2)	\$	1,300,000	Community Park EDA	\$	700,0
CDBG NR	\$	650,000	HUD EDI (3)	\$	650,0
OTTED	\$	400.000	FDOT Aviation (2)	Ś	1,200,0
				\$	
SWFMD	\$	900,000	STAG EPA	\$	200,0
City Fund	\$	1,000,000	OTTED (2)	\$	2,100,0
Private Investment	\$	10,000,000	Private Investment	\$	20,000,0
Total Layering	\$	14,250,000	Total Layering	\$	24,850,0
		State Control of the	建 医视学术学员 化二进酸酸盐		
CDBG ED (4)	SUNTY \$	3,000,000	WW SRF Loan/Grant	STTE \$	15,000,0
HOME/CDBG DRI (3)	\$	900,000		5	
			DW SRF Loan	2	5,000,0
CDBG HR/SHIP (3)	\$	2,250,000	USDA WW Loan/Grant	2	5,000,0
Private Investment	Company of the last	40,000,000	CDBG HR/SHIP	\$	1,000,0
CWHIP	\$	5,000,000	CDBG ED (2)	\$	1,500,0
Total Layering	\$	51,150,000	EDA/OTTED/RIF	\$	1,000,0
			Special Appropriations	\$	500,0
			Total Layering	\$	29,000,0
DESOTO COU	NTY		CITRUS COUN	TY	
CDBG ED (2)	\$	1,500,000	CDBG ED (3)	\$	2,250,0
OTTED (3)	\$	2,550,000	EDA Grant	\$	1,000,0
USDA Grants/Loans	\$	5,160,000	ED Transportation	\$	750,0
EPA Grant	\$	4,500,000	CDNG NR	5	750,0
FDEP State LP (3)	\$	4,500,000	Homosassa WW Ph 1	Š	4,500,0
		The second secon		2	4,500,0
SRF Loans (2)	\$	6,000,000	(State LP & SWFWMD)	A	2.000
SWFWMD Co-op	\$	450,000	Chassahowitzka Ph 1	\$	3,000,0
DJJ Costs Share	\$	1,345,000	(State LP & SWFWMD)		
CDBG HR/SHIP (2)	\$	1,950,000	SRF Loans (2)	\$	6,000,
CDBG DRI (3)	\$	5,500,000	CDBG HR/SHIP	\$	950,
Private Investment	\$	50,000,000	EPA Grant	\$	1,500,0
Total Layering	\$	79,405,000	CDBG DR El Nino	\$	350,0
Total sayering		73,103,000	Total Layering	\$	21,050,0
CITY OF STAI	RKE		CITY OF ALACH	IUA .	
CDBG NR (2)	\$	1,200,000	CDBG Section 108 Loan	\$	2,250,0
DEP Water &WW Grant/Loan-2	\$	9,000,000	ED Administration Grant	\$	1,250,
FRDAP Park Projects	\$	200,000	CDBG ED Grants (2)	5	1,200,
Total Layering	\$	10,400,000	CDBG HM St. Improvements	\$	600,
Total Layering	4	10,400,000	CDBG/SHIP HR Grant Project	\$	800,
			DEP WW Facilities Loan/Grant	Ś	
				2	6,000,
			Governor's Water Panel Grant	\$	300,
				\$	350,0
			FRDAP Recreation Grant (2)	\$	250,0
			Private Investment	\$	50,000,0
			Total Layering	\$	63,000,
OSCEOLA COL	JNTY		MARTIN COUN	ITY	
CDBG Housing Rehab	\$	1,000,000	CDBG Neighborhood Revit.	\$	650,
NSP1	\$	21,500,000	SHIP Hookups	\$	150,
NSP3	\$	5,500,000	CDBG Disaster Recovery 05	\$	2,000,
SHIP Housing Delivery	\$	30,000	CDBG Disaster Recovery 06	\$	1,000,0
CDBG Entitlement Plan and Al	\$	1,000,000	NSP1	5	3,500,0
Total Layering	\$	29,030,000	NSP3	Š	1,500,0
	A Property of	25,000,000	SHIP Planning, Admin, Delivery	Š	2,000,0
	1000	A CONTRACTOR	Total Layering	\$	10,800,0
HEBNANDO CO	LINITY		CITY OF LABOR	15	
HERNANDO CO CDBG Neighborhood Revit.	\$	750,000	SRF ARRA	\$	2,000,0
Local Leverage-Hookups	9 5	125,000	CDBG Neighborhood Revit.	Ś	700,
room revelabe Hookaha	\$	5,500,000	Local leverage-Hookups	6	125,
NSP1	\$	The state of the s			
NSP1	-	3,000,000	USDA Water/WW Planning	\$	15,000,
NSP3	nonin		CDDC F. F.	4	
	\$	40,000 9,415,000	CDBG Econ Development Total Layering	\$	700,0 18,525,0



PROFESSIONAL CLIENT REFERENCES

	IVE & RECENTLY CLOSED PROJ	
Don Cole Housing Manager (772)-228-5901 Martin County BOCC 2401 SE Monterey Rd Stuart, FL 34996 dcole@martin.fl.us NSP1, NSP3, SHIP admin. and project delivery	Danicka Ransom Housing Manager (407) 742-8418 Osceola County BOCC 330 N Beaumont Ave Kissimmee, FL 34741 dran@osceola.org NSP1, NSP 3, CDBG HR, SHIP	Veda Ramirez Health and Human Services Manager (352) 540-4338 Hernando County BOCC 20 N Main St Room 161 Brooksville, FL 34601 vramirez@hernandocounty.us NSP1, NSP3, CDBG-NR & general grant services as needed.
Mary Jo Wilson Deputy City Clerk OR Michael Boyle Superintendent of Public Works (863) 675-2872 City of LaBelle 481 Highway 80 W PO Box 458 LaBelle, FL 33975 maryjowilson@citylabelle.com michaelboyle@citylabelle.com CDBG NR & CDBG ED; ARRA SRF	Beau Falgout, Senior Planner (386) 986-3796 City of Palm Coast CDD 160 Cypress Point Parkway Suite B-106 Palm Coast, FL 32164 bfalgout@ci.palm-coast.fl.us NSP1, NSP3, CDBG HR	Valerie Bradley SHIP Administrator (386) 313-4037 Flagler County BOCC Financial Services Office 1769 E. Moody Blvd, Bldg 2 Bunnell, FL 32110 vbradley@flaglercounty.org NSP 3
Judi Jankosky Interim City Administrator (863) 494-2514 City of Arcadia 23 North Polk Avenue PO Box 1000 Arcadia, FL 34265 jjankosky@arcadia-fl.gov CDBG-HR	Gary V. Freeman Director of Utilities (863) 699-3747 Town of Lake Placid 311 W. Interlake Blvd. Lake Placid, Fl gvftownoflp@centurylink.net CDBG ED	Pete Gardner, City Manager (863) 293-4141 City of Eagle Lake 75 N 7 th St Eagle Lake, FL 33839 <u>citymanager@eaglelake-fl.com</u> ARRA CDBG-R NR
Michael Hotchkiss Capital Projects Manager (772) 226-1821 Indian River County Utilities 1801 27 th Street Vero Beach, FL 32960 mhotchkiss@ircgov.com CDBG NR application FY 2011 and administration	Maria Sutherland Administrative Services Director (863)-452-4411 City of Avon Park 110 E Main St Avon Park, FL 33825 sutherland@avonpark.cc CDBG CR, CDBG HR	Deborah Marenco, MBA Grants Compliance Accountant (352) 540-6658 Hernando County Clerk of Court Finance Department 20 N Main St Rm. 231 Brooksville, FL 34601 dmarenco@hernandocounty.us NSP1, NSP3, CDBG NR

Michelle Hawkins
City Clerk
(352) 429-3341
City of Mascotte
100 E Myers Blvd
Mascotte, FL 34753
michelle.hawkins@
cityofmascotte.com
CDBG HR completed on
time and within budget.

Deena Ware
Assistant to the City Manager
(863) 285-1100
City of Fort Meade
8 W Broadway
Fort Meade, FL 33841
dware@cityoffortmeade.com
CDBG NR completed on time
and within budget.

Kathy Bangley
Assistant Planner
(863) 678-4182, x 291
City of Lake Wales
201 Central Ave W
PO Box 1320
Lake Wales, FL 33859-1320
kbangley@cityoflakewales.com
CDBG DRI Housing Rehab
project closed out on time and
within budget.

Mike Willingham
Executive Director VC
(863) 655-6444
Sebring Airport Authority
128 Authority Lane
Sebring, FL 33870
mike@sebring-airport.com
Hourly work order grants
and technical support asneeded.

Penny Phillippi
Executive Director
(239) 252-2310
Collier County CRA
310 Alachua St
Immokalee, FL 34142
pennyphillippi@colliergov.net
Hourly work order based
grants consulting and tech
support.

Joy Running
Highlands County EDC
(863) 385-1025
2113 US 27 South
Sebring, FL 33870
Hourly grants assistance and technical support.

INDIAN RIVER COUNTY DEPARTMENT OF UTILITY SERVICES 1801 27th Street, Vero Beach, Florida 32960



June 1, 2012

To Whom It May Concern:

As the Capital Projects Manager for Indian River County Utilities Department, I am working with Guardian Community Resource Management Inc. (Guardian) on Indian River County's CDBG Neighborhood Revitalization (NR) program. Guardian has also worked with the County on a previous and successfully implemented CDBG NR program. The total project dollars invested in the community exceeded \$1.7 million between the two projects, including County leverage invested.

On the current project, the Guardian team of professionals provided grant writing services to secure funding for the West Wabasso Sewer and Drainage Improvement Project, Phase 1. They are now providing grant administration and consulting for this same project.

Guardian's level of service consistently exceeds the standards in this industry. Guardian team members have strong technical backgrounds, unique skill sets and a wide range of grants management experience. Each Guardian professional is committed to our success and has proven to be a good steward of taxpayer dollars. The Guardian staff members are accessible and responsive to questions and issues that arise during the daily operations of this project. They have provided timely and accurate technical support to my staff in addition to draft reports and numerous other reporting items. Each Guardian team member has consistently been knowledgeable and professional in their dealings with funders, vendors, county staff, contractors and all participating parties. They are very thorough in what they do, ensuring that all federal and state requirements are being met by all parties in involved.

I am pleased to recommend Guardian without hesitation or reservation.

A. Hatchkies

Sincerely,

Michael C. Hotchkiss, P.E. Capital Projects Manager



May 4, 2012

To Whom It May Concern:

Human Services 330 N Beaumont Ave Kissimmee, FL 34741 Tel: (407) 742-8400 Fax: (407) 742-8431

Celestia McCloud Human Services Manager

> Danicka Ransom Housing Manager

Keisha Cyriaano CDBG Program Manager

> Tommie Maldonado Veteran's Services

Guardian has worked in great cooperation with our staff over a 4 year period on three separate affordable housing projects totaling 100 plus units and over \$20,000,000 in grant funding. They provided technical guidance to the County on the County becoming an entitlement entity. They have also provided timely and accurate technical support to us on projects that involved everything from the acquisition, rehabilitation, and resale or rental of homes to income-qualified homebuyers / tenants. They have monitored the rehabilitation of both single and multi-family units, and are knowledgeable and professional in their dealings with applicants, the funders, County staff, vendors, contractors, and all participating parties. Their housing inspectors are skilled in what they do, as are their grant administrators, and are good stewards of taxpayer dollars.

The Guardian team has developed a strong relationship with us and kept us apprised of changes in program rules and regulations in a timely manner, and assisted us with responding to every funding agency's questions. We are very impressed with the commitment Guardian made to us and to the program as a whole. In concert with Guardian, our Team has been able to implement multiple complex housing programs under very tight deadlines, and implement them properly and within the rules, with no findings and no concerns on any project.

Guardian has been with us every step of the way. We sincerely appreciate all the extra efforts from each member of Guardian and look forward to working with them on future projects.

Sincerely,

Danicka Ransom Housing Manager

Darso

We are sad to report, Mr. Maidhof recently passed away. Please contact Brad Thorpe, County Administrator.



Board of County Commissioners Office of Operations and Projects

3600 W. Sovereign Path, Suite 266, Lecanto, Florida 34461 (352) 527-5240 Fax (352) 527-5204 Website: www.bocc.citrus.fl.us

April 4, 2012

OPL - 12 - 07

To Whom It May Concern,

I currently serve as the Projects and Operations Officer with Citrus County and have had the pleasure of working with the Guardian CRM staff on a CDBG Economic Development grant to fund a water main extension to serve a proposed new big box retail store. Guardian has worked in great cooperation with County staff and the developer over the last two years on this project leveraging the \$750,000 grant to bring a total investment of \$15,000,000 in private funding and job creation. They have provided timely and accurate technical support to us. They are knowledgeable and professional in their dealings with the funders, County staff, vendors, contractors, and all participating parties. Their inspectors are skilled in what they do, as are their grant administrators, and are good stewards of taxpayer dollars.

The Guardian team has developed a strong relationship with me and kept me apprised of changes in program rules and regulations in a timely manner, and assisted me with navigating through the oft times complicated requirements of the grant process, responding to questions from all stakeholders, including the funding agency and the public at large. I have been very impressed with the commitment Guardian has made to us and to our programs as a whole and have developed a great relationship with their staff and management.

Guardian has been with Citrus County throughout the project from conception to conclusion of construction. In these difficult economic times, the role of a skilled grant team cannot be under estimated. Guardian played a major role in efficiently guiding the grant application to approval and subsequent filings to qualify the project to move forward within the desired timelines. I appreciate the extra efforts from each member of Guardian and look forward to working with them on future projects. Should you have any questions, please do not hesitate to call me at 352-527-5202.

Respectfully,

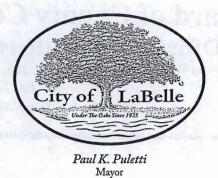
Gary W. Maidhof

Officer of Operations and Projects

W. Fuely

David A. Lyons
Commissioner

Daniel W. Akin Commissioner



Gregory D. Bone Commissioner

Hilda L. Zimmerly
Commissioner

March 8, 2012

Re. Guardian CRM, Inc.

To Whom It May Concern:

The City of LaBelle has had the pleasure of working with Guardian CRM, Inc. for the last 6 years on at least four projects totaling over \$5,000,000. During that time, they have provided timely and accurate technical support to us on all projects. I have always found them to be extremely knowledgeable and professional.

The Guardian team has developed a strong relationship with the City of LaBelle. They keep us apprised of any changes in program rules and regulations in a timely manner, and assist us with responding to every funding agency's questions. I am very please and impressed with the commitment Guardian has made to us and to our projects. I look forward to working with them on future projects as well.

Sincerely,

Mary Jo Wilson City Clerk



DOUG SMITH Commissioner, District 1

ED FIELDING Commissioner, District 2

PATRICK HAYES Commissioner, District 3

SARAH HEARD Commissioner, District 4

EDWARD CIAMPI Commissioner, District 5

TARYN KRYZDA County Administrator

STEPHEN FRY County Attorney

MARTIN COUNTY

BOARD OF COUNTY COMMISSIONERS

2401 S.E. MONTEREY ROAD • STUART, FL 34996

Telephone: 772.288.5901 Fax: 772.288.5960

Email: dcole@martin.fl.us

February 27, 2012

To whom it may concern,

Guardian CRM, Inc. has worked in great cooperation with our staff over a six year period on five separate affordable housing projects totaling over 250 units and over \$6,500,000 in grant funding. They have provided timely and accurate technical support to us on projects that involved everything from the acquisition, rehabilitation, and resale or rental of homes to income qualifying homebuyers / tenants. Guardian has monitored the rehabilitation of both single and multi-family units, and is knowledgeable and professional in their dealings with all participating parties to include applicants, the funders, County staff, vendors and contractors. We find that their housing inspectors are skilled as are their grant administrators. They are keenly aware and insure that we are all good stewards of taxpayer dollars.

The Guardian team has developed a strong relationship with us and kept us apprised of changes in program rules and regulations in a timely manner. They have assisted us with responding to each and every question from the funding agencies. We are very impressed with the commitment Guardian made to us and to the program as a whole. In concert with Guardian, our team has been able to implement multiple complex housing programs under very tight deadlines. The programs have been implemented properly, within the rules, with no findings and or concerns on any project.

Guardian has been with us every step of the way. We sincerely appreciate all the extra efforts from each member of Guardian and look forward to working with them on future projects.

Sincerely,

Double 18 lole

Donald G. Cole Housing Program Manager

TELEPHONE 772-288-5434

WEB ADDRESS http://www.martin.fl.us



Town of Lake Placid

311 WEST INTERLAKE BLVD. • LAKE PLACID, FLORIDA 33852-9662 TELEPHONE (863) 699-3747 • FAX (863) 699-3749

May 25, 2012

To Whom It May Concern:

I am pleased to provide this letter of reference for the professional team of Guardian Community Resource Management, Inc. The outstanding staff of professionals at Guardian has provided services such as grant writing and grant administration to the Town of Lake Placid and have time and time again exceeded our expectations and needs.

The team at Guardian has proven to be prompt and professional when working with the Town of Lake Placid staff, citizens and state/federal funding agencies.

Our positive experience working with Guardian can allow us to recommend the services that this team can provide to you and your community for grant administration and consulting services.

Sincerely,

Arlene Tuck, Town Clerk

Town of Lake Placid



Sebring Airport Authority 128 Authority Lane Sebring, Florida 33870 (863) 655-6444 FAX (863) 655-6447 SUNCOM 742-6444

December 30, 2010

To Whom It May Concern:

Corbett Alday, CEO, Guardian CRM, Inc. has assisted with the development and management of over five million dollars of grant program funding for the Commerce Park at Sebring Regional Airport. Mr. Alday was responsible for all phases of the Commerce Park grant funding from the research up to and including the program management. The Grant project involved many forms of infrastructure such as water, sewer, storm water, roads, and site development.

As with any project, many challenges invariably come up during the development process. I found Mr. Alday to be very knowledgeable and his focus was to accommodate the needs of his client. I can recommend Mr. Alday without hesitation or reservation.

Should you require further information, please do not hesitate to contact me personally. My email address is Mike@sebring-airport.com

Sincerely,

Mike Willingham
Executive Director

/vs





City of Mascotte

100 East Myers Blvd. * Mascotte, Florida 34753 * Phone (352) 429-3341 * Fax (352) 429-3345

December 28, 2010

To Whom It May Concern:

Guardian Community Resource Management, Inc. has been the City of Mascotte's grant consulting company for several years. Within days of hiring them, they began working on finding what the City of Mascotte needed in funding for some major projects; wastewater facility and system, water plant and system expansion and a CDBG application. With their expertise the City obtained \$950,000 CDGB with matching SHIP funds that allowed the City to replace and rehabilitate very old homes for Citizens that had no means of bringing their homes up to better living conditions.

Guardian is very thorough and make City staff's job easy in assisting with the application processes. Their applications are well done and professional. They provide us with all the documents required throughout the grant processes and represent us well with the State. With the limited Staff that our small city has, they become that essential staffing extension that allows us to get the grant funds and, just as importantly, to execute the grant processes.

It is a pleasure to work with such straightforward, professional, knowledgeable and pleasant people. We would recommend their services.

Sincerely.

Marge Strausbaugh

Marge Strausbaugh

City Manager

David A. Lyons Commissioner

Joseph R. Miller Commissioner



Gregory D. Bone Commissioner

Hilda L. Zimmerly Commissioner

December 28, 2010

RE: The Guardian Team

To Whom It May Concern:

I am pleased to provide this letter of reference for the professional team of Guardian Community Resource Management, Inc. ("Guardian"). At the present time, they are working with us to administer our CDBG Economic Development Grants as well as administering our FDEP SRF project for the Nano Filtration System Upgrade at our existing Water Treatment Plant. The are also assisting with our \$15,000,000 RUS Grant and Loan RO Plant Project that should go to bid early 2011.

We have been very pleased with the level of service that we have received from the Guardian team, and consider them to be true professionals in this industry.

They promptly respond to questions and requests.

They communicate and share information with me and my staff on a regular, consistent basis.

They go above and beyond in order to help the City achieve its goals.

Guardian staff members have a wide variety of skills, expertise and professional backgrounds, allowing them to assist with all aspects of grant administration.

I am happy to recommend the Guardian team without hesitation or reservation.

Sincerely,

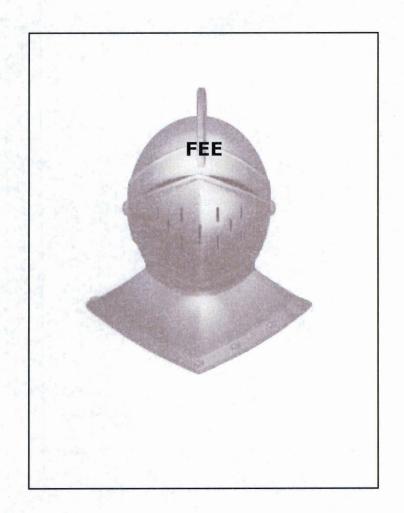
Michael A. Boyle

Superintendent of Public Works

City of LaBelle, Florida

City of LaBelle

Post Office Box 458 • LaBelle, Florida 33975-0458 Phone (863) 675-2872 • Fax (863) 675-7271 • www.citylabelle.com





PROPOSED FEE AND SCOPE OF SERVICES

CDBG - ALL CATEGORIES

Grant preparation and application all CDBG categories: (No Charge)

Neighborhood Revitalization, Commercial Revitalization or Economic Development: \$52,500

Housing Rehabilitation category: \$90,000

CDBG OVERALL TASK PLAN:

Background research and networking with staff and community leaders to determine priority needs. Immediately: Kick-off meeting with staff and review all requirements and meet with businesses, organization partners, and other team members who may provide income surveys, GIS mapping, engineering documents, etc.

Set and implement a program schedule with your approval and team member input and training (estimate based on state progress to date):

August 2012
 First Public Hearing and CATF meetings; First Fair Housing; Guardian prepares

August 2012 Guardian completes research, and surveys

• September 2012 Guardian prepares the Second Public Hearing; BOCC approves application; submit

October 2012 Guardian prepares files and self monitors for State site visit
 November 2012 Grant award from State; Guardian completes award backup

• December 2012 Signed award agreement to State

January 2013 Guardian prepares on site record files and the FONSI

February 2013 FONSI advertised and release of funds submitted and cleared
 March 2013 CDBG bid requirements by Guardian; documents complete

April 2013 Bid documents approved by State; advertise bids

May 2013 Receive bids; award bids for construction

October 2013 Complete construction

November 2013 Grant Monitoring and Closeout Report

2014 Resubmit

Guardian will provide the maximum service for our fee including preparation of all reports in draft, all record files for audit, all Request for Funds in draft, all bid document samples, all guide forms for engineers and contractors to follow and any responses to State site visits, monitoring or other requests, in addition to the above task plan items. Your role will simply be oversight, decision making, signatures, payments, and representation when State requires staff presence or involvement in visits or meetings.

Please note that the following fee schedule is a proposal and *is negotiable*. Our fees are inclusive of all travel, meals and lodging expenses. Also please note that Guardian bids the work and not necessarily the available fee.

Should we be awarded this work, we will write the grant application(s) at no charge to your community.

Guardian Community Resource Management, Inc.

Guardian proposes the following breakdown of Grant Administrative Services for CDBG Neighborhood Revitalization, Commercial Revitalization or Economic Development

BUDGETED PORTION OF BLOCK GRANT AWARD FEE Based on a grant amount of \$750,000: :	\$52,500
DEO AGREEMENT ADMINISTRATION:	\$15,000
Representation during site visits and monitoring visits	420,000
Develop project information management and filing system	
Develop project militariagement and militig system Develop work plan for project contract document	
Oversight of project schedule and compliance	
Coordination with other agencies and contracts	
Oversight of citizen complaint process	
Develop and process amendments	
Provide all other necessary technical assistance	
PROJECT DELIVERY SERVICES:	\$12,000
Review of project contract document	
Environmental review	at a sold of
Request wage decisions	OH TOTAL STATE
Review bid documents for compliance	
Review contract documents	
 Conduct and attend preconstruction conference 	
Monitor contractor performance and compliance	
FINANCIAL ADMINISTRATION:	\$14,000
 Develop project financial management system for receiving and disbursing funds 	
Develop budget for project contract	
Budget tracking	
Review change orders for compliance	
Review amendments for compliance	34 5 5
Supervision of payment authorizations	5 K. W. W. W.
Maintain project account records	
Monitor all project activity to ensure compliance	
	and described
POST-PROJECT ACTIVITIES:	\$11,500
Review final change order and pay request	0
Balance final project budget	100 100
Review final construction documents	100
Gather all necessary supporting documents	34
 Prepare documents for administrative/financial close out 	

Final status report

BUDGETED PORTION OF BLOCK GRANT AWARD FEE

Based on a grant amount of up to \$750,000:

\$90,000

ADMINISTRATION \$17,000

- Prepare Environmental Review
- Develop a draft packet of forms to be utilized as part of the CDBG Housing Program. Submit to staff for review and revisions as requested.
- Applicant Intake Process (for both relocation and rehabilitation), and Relocation Program
 Procedures. Meet with the Building Department to coordinate permitting and inspections

The following steps are for all rehabilitation/replacement/hardening: (Note: These are general steps, with some applying to rehab, some to hardening. Steps may be skipped, or new steps may need to be added as work progresses.)

\$62,000

- Advertise/select a contractor to perform a lead based paint inspection of each dwelling.
- Work with staff to bid out, select and receive approval of surveyors and asbestos inspectors;
- Coordinate execution of the contracts for surveyor and asbestos inspectors.
- Issue Notice to Proceed to surveyors.
- After surveys are completed, utilize them to develop specifications and plans for rehab.
- · Work with staff to bid out, select and receive approval for demolition/rehab contractors.
- Work with staff to bid out for contractors to construct/rehab the residences
- Submit bid specifications to City Purchasing Department
- Complete and/or revise the work write-ups to address the rehab dwellings that have existing lead paint.
- Complete the work write-up on each dwelling and obtain the homeowners signature acknowledging.
- Work with staff and the homeowner (or their representatives) to award the bids.
- Meet with the homeowner and the construction contractor to complete contracts
- Coordinate the execution of contracts for demolition of the existing residences, if applicable
- Work with the contractor to obtain building and related permits
- Work with homeowner to temporarily relocate out of the dwelling, if applicable.
- Issue Notice to Proceed for the construction of the new residence or rehab/hardening of residence
- · Work with the Building Department to coordinate inspections and approval of draw requests.

Coordinate, be present and respond to any questions raised at all DEO site/monitoring visits.

\$11,000

- Maintain an independent set of financial records on the project.
- Maintain an independent set of financial records on each individual residence.
- Reconcile the consultant's financial records with the client's financial records regularly.
- At the project conclusion, work with staff to prepare and submit a closeout for the project to FDEO.

The Contract Administrator must submit Monthly/Quarterly Status Reports, detailing:

- Contract status.
- Any significant administrative actions that could affect the contract.
- Quality control activities and results.
- Major accomplishments, success stories, etc.
- · Noteworthy meetings.
- Pending issues.
- Other items deemed appropriate.

Our management approach, timely turn around on activities, and the economies of scale achieved by being able to work on more than one activity make this fee possible.

<u>Proposed Fee Schedule for General and Other Grant Administration Services for ongoing public grant, loan or other funding opportunities for FFY2012-2013:</u>

Standard Rates (for technical assistance, developer agreements, policy review, administration, housing rehab specialist, project delivery, contract management, planning, etc by the hour):

Hourly Rates for Additional Services, When and If Applicable

Grant Contracts Manager, Principal	\$140/hour
Grant Projects Manager, Officer	\$125/hour
Project Coordinator or Technical Support Specialist	\$115/hour
Project or Construction Manager	\$100/hour
Legislative Liaison or Public Relations Manager	\$100/hour
Grants or Program Administrator	\$90/hour
Grant Writer or Planner or Accountant	\$80/hour
Housing or Construction Specialist	\$80/hour
Grants or Program Specialist or Technical Assistant	\$70/hour
Office Manager/Grants Assistant/Case or Financial Clerk	\$50/hour

Typical Fees by Work Order (examples)

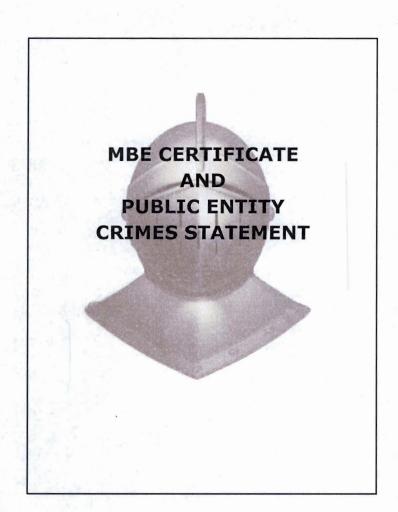
Affordable Housing Finance Proposals	\$25,000
USDA Water/Waste Grant-Loan Applications	\$25,000**
SRF Water or Waste Loan or Grant Pre-Application or App	\$20,000
EDA Infrastructure Grant Application	\$25,000**
EPA STAG or SPAP Grant Application	\$20,000
Economic Development Transportation Grant Application	\$10,000**
Rural Infrastructure Grant Application	\$10,000**
FCT Land Acquisition Application	\$25,000**
FRDAP Application	\$10,000

^{**} Typically does not allow for administration fees, but there are other ways to pay Guardian which can be negotiated on a case by case basis, such as the Developer pays on funding award or Guardian is hired for owner's representative services during construction.

'The most valuable assets we have are our references, not our contracts. Take care of our clients and the contracts and invoices will come.' -

J. Corbett Alday, COO, VP







State of Florida Minority, Women & Service-Disabled Veteran

Business Certification

Guardian CRM, Inc.

Is certified under the provisions of 287 and 295.187, Florida Statutes for a period from:

John PMil 09/13/2011 to 09/13/2013

John P Miles, Secretary

Florida Department of Management Services
Office of Supplier Diversity



SWORN STATEMENT UNDER SECTION 287.133(3)(a), Florida Statutes, ON PUBLIC ENTITY CRIMES

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

- 1. This sworn statement is submitted to <u>Taylor County</u> by <u>Christine M. Alday for <u>Guardian Community Resource Management Inc.</u> whose business address is <u>930 Marcum Rd., Suite 3 Lakeland, FL 33809</u> Federal Employer Identification <u>No. FEIN 13-4309252</u>.</u>
- 2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), <u>Florida Statutes</u>, 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 of 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.
- 3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statues, 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 of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
- 4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statues, means:
 - 1. A predecessor or successor of a person convicted of a public entity crime; or
 - 2. 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 active 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.
- 5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision 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.
- 6. 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.)

XXXX

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity



has been charged with and convicted of a public entity crime subsequent to July The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach copy of the final order.) I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017 FLORIDA STATUES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM. August 4 Date Sworn to and subscribed before me this 4th day of August 2012 Personally known XXX

BONDED THRU ATLANTIC BONDING CO., INC.

CDBG and Related Program RFP Bid Committee Score Sheet

8/6/2012

Company	Profile 10 Possible Points	Staff Experience 25 Possible Points	Program Experience 25 Possible Points	Approach /Leveraging Strategies 20 Possible Points	References 10 Possible Points	Fees 5 Possible Points	Minority Certification 5 Possible Points	Public Entity Statement Provided	Total Points Scored
	2.0	-						*	
* * * * * * * * * * * * * * * * * * * *			-	-					
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100									
CAL 274	4.00 At								
							1.0		
	1200								

Profile Scoring will emphasize management, organization, history, and variety and level of local government services.

Staff Scoring will emphasize expertise, specific project examples including CDBG, variety of professional backgrounds, certifications and skills.

Experience Scoring will emphasize direct program experience and success with a variety of programs including CDBG.

Approach and Leveraging Strategy Scoring will empasize project approach and proven leveraging stategies implemented and/or managed by the team for local

government clients including CDBG.

References Scoring will emphasize quality of references.

Fees Scoring will emphasize proposed fee, rates, and level of service in relation to proposed fees.

MBE/WBE/DBE Scoring will award points for certifies MBE/WBE businesses. Documentation regarding certification must be submitted with proposal.

Bid Committee Members:

Dustin Hinkle Danny Griner Melody Cox



TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

Approval of shade hangar space lease agreement at Perry Foley Airport for Paul Calafiore.



MEETING DATE REQUESTED: Septem

September 4, 2012

Statement of Issue: Board to approve shade hangar space lease agreement at

Perry Foley Airport for Paul Calafiore.

Recommended Action: Board to approve shade hangar lease agreement for Mr.

Calafiore.

Budgeted Expense: Shade hangar space leases for .05 per square foot. Mr.

Calafiore leases 1,540 for his shade hangar for a monthly lease amount of \$77.00. This lease brings in an annual

income of \$924.00 to the Airport.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: This lease agreement renews Mr. Calafiore's existing lease

until September 1, 2013. The terms of the previous lease agreement have not changed. The Lessee has provided Airport staff copies of required insurance documentation.

Attachments: Shade Hangar Lease Agreement for Paul Calafiore.

*Please note Mr. Calafiore also leases t-hanger space at the airport for a second aircraft.



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 JACK R. BROWN, County Administrator 201 East Green Street Perry, Flonda 32347 (850) 838-3500, extension 7 Phone (850) 838-3501 Fax CONRAD C. BISHOP, JR., County Attorney Post Office Box 167 Perry, Florida 32248 (850) 584-6113 Phone (850) 584-2433 Fax

Perry-Foley Airport Shade Hangar Lease Agreement

This SHADE HANGAR LEASE AGREEMENT (the "Agreement") entered into as of this <u>1st</u> day
of \$\rightarrow \frac{1}{2}\rightarrow \frac{1}{2}by and between Board of County Commissioners of Taylor County, Florida ("Lessor"
and Paul Calafine ("Lessee") in Consideration of the mutual
covenants and agreements herein mentioned to be performed by the respective parties, and in
consideration of the rental herein after designated to be paid, Lessor hereby leases, rents, lets and
demises unto Lessee, its successors, grantees and assigns, and Lessee does hereby hire and rent the
below described property:
1. Lease of the Hangar:
Lessor hereby leases to Lessee an area of 1,540 square feet for the use of parking and tie
down space located at Perry-Foley Airport, 517 Industrial Drive Perry, Florida 32348. The aircraft
shade hangar, hereinafter called the "Hangar," erected in this location will be purchased by the
Lessee. The Hangar shall be used and occupied by Lessee solely for the storage of the following
described aircraft:
Make/Model/Color: Cossna 182 Rea Black on White
Registration No. 1058709 (the "Aircraft"), or any other similar aircraft owned or leased by
Lessee (the "Substitute Aircraft"), provided Lessee has obtained the written consent of Lessor to store
the substitute Aircraft in the Hangar, all provision of this Agreement applicable to the Aircraft shall
also be applicable to the Substitute Aircraft.

2. Term:

The term of this agreement shall be a one (1) year period, commencing on the 1st day of each month, during the term of this lease. This lease agreement maybe renewed for an additional one (1) year term, said terms to be negotiated.

3. Rent:

For the use of the Hangar, Lessee shall pay the Lessor (\$0.05 per square foot) Square feet of Hangar $1.540 \times $0.05 = 7700 \times .07\%$ tax = 329 per month, payable in advance by the first day of each month. This rate shall be reviewed annually by the Airport Manager, Airport Advisory Committee, and the Taylor County Board of Commissioners. The rental rates shall be redetermined based on the charge in the Consumer Price Index, as published by the United States Department of Commerce. Subsequent to such review, the monthly rental rate may be changed upon thirty days (30) notice to the Lessee. If the Lessee makes any monthly payments more than ten days (10) after the payment is due and owing, the Airport Manager reserves the right to assess one and one-half percent (1 1/2%) charge per month (annualized rate of 18%) beginning with the eleventh (11th) day after payment is due. All rate changes will be approved by the Taylor County Board of Commissioners. In the event that the termination of the term with respect to any of the particular premises, facilities, rights, licenses, services or privileges as herein provided falls on any date other than the first day or last day of a calendar month, the applicable rentals, fees and charges for that month shall be paid for said month on a pro rata basis according to the number of days in that month during which the particular premises, facilities, rights, licenses, services or privileges were enjoyed. Checks shall be made payable to the Taylor County Board of Commissioners and mailed or delivered to the Airport Manager at 401 Industrial Drive, Perry, Florida 32348.

4. Hangar Relocation:

In the event there is a need to relocate the Hangar to a different location on the airport ramp, a suitable location will be provided and at least thirty (30) day notification will be given. The subsequent relocation will be paid for by the Lessor which would include the cost of any disassembly, ramp repairs, new site preparation, and re-assembly.

5. First Right of Refusal:

In the event the Lessee decides to sell the Hangar, the Lessor will have the right to purchase the hangar at the fair market value. If the parties are unable to agree on fair market value then an independent appraiser shall be appointed to render an opinion of fair market value. If the parties cannot agree on an appraiser, one shall be appointed by the Circuit Court in and for Taylor County, Florida.

6. Manner of Giving Notice:

Notice given pursuant to the provisions of the Lease, or necessary to carry out its provisions, shall be in writing and delivered personally to the person whom the notice is to be given, or mailed postage prepaid addresses to such person. Lessor's address for this purpose is 401 Industrial Drive Perry, Fi. 32348.

7. Termination:

This Lease may be terminated if the Lessee does not pay the monthly rent installment or by decision of the Taylor County Board of Commissioners. A written notice shall be given thirty (30) days before termination. If the Lease is terminated for non payment, it is the Lessee's responsibility to remove the Hangar from the Lessor's property.

8. Obligations of the Lessee:

- a. <u>Storage</u>: The Shade Hangar shall be used only for storage of the above-identified Aircraft or owners vehicle while aircraft is in use.
- b. <u>Building Maintenance and Repair:</u> The Lessee shall maintain the Shade Hangar in a neat and orderly condition, and shall keep the Hangar floor clean of oil, grease, and other toxic chemicals. No corrosive, explosive, or flammable materials will be stored within or about the Hangar. No boxes, crates, rubbish, paper or other litter that could cause or support combustion shall be permitted within or about the Hangar. No installation of equipment or alterations of structure except as authorized by the Airport Manager. The Lessee shall be responsible for all damage to the leased premises caused by the Lessee's negligence or abuse. Lessee shall make no structural, electrical, or other modifications to the premises without first obtaining written Lessor's permission and obtaining a permit, if required.
- c. <u>Use of Hangar:</u> Shade Hangars are for storage of aircraft only, and they are not to be used as workshops, repair shops or maintenance shops. Painting and major aircraft repairs therein

are prohibited. Storage of boats, campers, or other non-aviation items may be only allowed with the permission of the Airport Manager and/or the County Administrator or their designed representative. Lessee shall be permitted to perform in their leased Hangar, only the work is specifically authorized under Federal Aviation Regulations, Part 43, Appendix A, Paragraph C, Preventative Maintenance, or as otherwise provided by Federal Aviation Regulations, subject to approval by the County's Fire Official.

d. <u>Commercial Activity:</u> Lessee shall conduct no commercial activity of any kind whatsoever in, from or around the Shade Hangar. No maintenance on the Aircraft shall be performed in the Hangar without the prior written approval of Lessor, except such maintenance as would normally be performed by an aircraft owner without the benefit of a Licensed A. & P. aircraft mechanic. Upon notification of the Airport Manager and in accordance with F.A.A. and T.S.A. regulations, the Lessee shall be allowed to invite an A. & P. or I.A. mechanic to perform commercial maintenance on the Lessees' personal aircraft. Lessee shall control the conduct and demeanor of its employees and invitees, and of those doing business with it, in and around the Hangar, and shall take all steps necessary to remove persons whom Lessor may, for good and sufficient cause, deem objectionable. In utilizing the Hangar during the term of this Agreement, Lessee agrees to and shall comply with all applicable ordinances, rules and regulations established by Federal, State or Local government agency or by the Lessor.

e. Environmental Laws:

- 1. Notwithstanding any other provision of this Agreement, and in addition to any and all other Agreement requirements, and any other covenants and warranties of Lessee, Lessee hereby expressly warrants, guarantees, and represents to Lessor, upon which Lessor expressly relies, that Lessee is aware of Federal, State, regional, and local governmental laws, ordinances, regulations, orders and rules, without limitation, which govern or which apply to the direct or indirect results and impacts to the environment and natural resources due to, or in any way resulting from, the conduct by Lessee of its operations pursuant to or upon the Premises. Lessee expressly represents, covenants, warrants, guarantees, and agrees that they shall comply with all applicable Federal, State, regional and local laws, regulations, and ordinances protecting the environment and natural resources including, but not limited to the Federal Clean Water Act, Safe Drinking Water Act, Clean Air Act, Resource Conservation Recovery Act, Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("Superfound"), and all rules and regulations promulgated or adopted there under as same may from time to time be amended. Lessees agree to keep themselves informed of future changes in the existing environmental laws.
- 2. Lessee hereby expressly agrees to indemnify and hold Lessor harmless from and against any and all liability for fines and physical damage to property or injury or deaths to persons, including reasonable expense and attorney's fees, arising from or resulting out of, or in anyway caused by, Lessee's failure to comply with any and all applicable Federal, State, and local laws, ordinances, regulations, rulings, orders and standards, now or hereafter, promulgated for the purpose of protecting the environment. Lessee agrees to cooperate with any investigation or inquiry by any governmental agency regarding possible violation of any environmental law or regulation.

f. Fire and Building Codes/Extinguisher:

The Lessee shall maintain at all times, in the Hangar, an approved ten pound dry chemical fire extinguisher suitable for use on Type "A", "B", and "C" fires with current inspection certificate from an approved fire equipment company or local Fire Inspector affixed at all times.

g. Regulatory Review:

Copies of the above regulations can be viewed at the Airport Manager's office.

9. Sublease/Assignments:

Lessee agrees not to sublease the Hangar to or assign this Agreement without prior written approval of Lessor. The parking of aircraft not owned or leased by Lessee in the Hangar shall constitute a sublease.

10. Insurance:

Lessee agrees to maintain, at its own expense, for the benefit of itself and Lessor as so-insured, insurance of such types and in such amounts as may be approved by Lessor, insuring against liability for damage or loss to the aircraft or other property, and against liability for personal injury or death, arising from acts or omissions of Lessee, its agents and employees. Such policy or policies shall contain a provision whereby Lessee's insurer waives any rights of subrogation against Lessor, its agents and employees and providing that Lessor, its agents and employees must receive at least ten days (10) prior written notice of any cancellation of Lessee's insurance coverage. Prior to the commencement of the Agreement, Lessee shall deliver to Lessor certificates or binders evidencing the existence of the insurance. The Lessee shall also be responsible for providing proof of insurance at the beginning of the renewal period of his/her insurance policy and the insurance policy has remained in force. If the Lessee fails to provide or is unable to provide proof of the insurance at any time, the Lessor shall have the authority to terminate the Lease Agreement. Every aircraft owned or operated by any Lessee and/or user of a T-Hangar shall have insurance coverage in amounts not less than the following:

- a. Bodily Injury \$50,000 and
- b. Property Damage \$500,000 per accident.
- c. Claims payable by occurrence.

11. Indemnity-Force Majeure:

Lessee agrees to release, indemnify and hold Lessor, its officers and employees harmless from and against any and all liabilities, damages, business interruptions, delays, losses, claims, judgments of any kind whatsoever, including all cost. The Lessor shall, at its option, and without further notice, have the right to terminate the Agreement. Lessee expressly waives the service of any notice, attorneys' fees, and expenses incidental thereto, which may be suffered by, or charges to, Lessor by reason of any loss of or damage to any property or injury to or death of any persons arising out of or by reason of any breach, violation or non-performance by Lessee or its servants, employees or agents or any covenant or condition of the Agreement or by any act or failure to act of those persons. Lessor shall not be liable for its failure to perform this Agreement or for any loss, injury, damage or delay of any nature whatsoever resulting there from caused by any Act of God, fire, flood, accident, strike, labor dispute, riot, insurrection, war or any other cause beyond Lessor's control. Lessor may suspend general aviation operation, as necessary in support of emergency operations requiring airport participation.

12. <u>Disclaimer of Liability:</u>

Lessor hereby disclaims, and Lessee hereby releases Lessor from, any and all liability, whether in contract or tort (including strict liability and negligence) for any loss, damage or injury of any nature whatsoever sustained by Lessee, its employees, agents or invitees during the term of this Agreement, including but not limited to loss, damage or injury to the aircraft or other property of Lessee that may be located or stored in the Shade Hangar, unless such loss, damage or injury is caused by Lessor's gross negligence. The parties hereby agree that under no circumstances shall Lessor be liable for indirect, consequential, special or exemplary damages, whether in contract or tort (including strict liability and negligence), such as but not limited to, loss of revenue of anticipated profits or other damage related to the leasing of the Hangar under this Agreement. Changes or amendments to this Disclaimer shall be requested in writing and submitted to the Perry-Foley Airport Advisory Committee for approval or disapproval. A change or amendment to this Disclaimer that is approved by the Perry-Foley Airport Advisory Committee will be submitted to the Taylor County Board of County Commissioners for legal counsel review and subsequent approval or disapproval by the Taylor County Board of County Commissioners.

13. Default:

This Agreement shall be breached if:

- 1. Lessee shall default in the payment of any rental payment hereunder.
- 2. Lessee shall default in the performance of any other covenant herein and such default shall continue for five (5) days after receipt by Lessor or notice thereof from Lessor.
- A petition is filled by or against Lessee under the Bankruptcy Act or any amendment thereto (including a petition for reorganization or any agreement);
- 4. Lessee against his/her property for the benefit of their creditors; or
- 5. Lessor determines after a reevaluation the Lessee is not compliance with the terms of the Lease on a routine/consistent basis.

In the event of any breach of this Agreement of Lessee, Lessor shall, at its option, and without further notice, have the right to terminate this Agreement and to remove the aircraft and any other property of Lessee from the Hangar using such force as may be necessary, without being deemed guilty of trespass, breach of peace or forcible entry and detainer, and Lessee expressly waives the service of any notice. Exercise by Lessor of either or both of the rights specified above shall not prejudice Lessor's right to pursue any other legal remedy available to Lessor in law or equity including, but not limited to, court costs and attorneys' fees for bringing legal action against the Lessee.

Governing Law:

This Agreement shall be construed in accordance with the laws of Florida.

14. Relationship of Parties:

The relationship between Lessor and Lessee shall always and only be that of Lessor and Lessee.

Lessee shall never at any time during the term of this Agreement become the agent of Lessor, and

Lessor shall not be responsible for the acts or omissions of Lessee or its agents.

15. Appurtenant Privileges:

a. Use of Airport Facilities:

Lessee shall be entitled, in common with others so authorized, to use all of the facilities and improvements of a public nature which now are or may hereafter be connected with the Airport, including use of landing areas, runways, taxiways, navigational aids, terminal facilities, and aircraft parking areas designated by the Lessor.

b. Maintenance of Airport Facilities:

Lessor shall maintain all public and common or joint use areas of the Airport, including Air

Operations Area, in good repair, and shall make such repairs, replacements or additions

thereof as are required and necessary for the safe and efficient operation of the Airport.

c. <u>Airspace and Approaches:</u> Lessor reserves the right to take any action it considers

necessary to protect the airspace and approaches of the Airport against obstruction, together

with the right to prevent Lessee from erecting; or permitting to be erected, or locating any

building, object, or structure on leased premises or adjacent to the Airport, which in the

opinion of the Lessor, would limit the usefulness of the Airport or constitute a hazard to

aircraft.

16. Nonexclusive Rights:

Notwithstanding anything herein contained that may be, or appear to be, to the contrary, it is

expressly understood and agreed that the rights granted under this Agreement are nonexclusive and

the Lessor herein reserves the right to grant similar privileges to another Lessee or other Lessees on

other parts of the Airport.

17. Remedies Cumulative:

The rights and remedies with respect to any of the terms and conditions of this Agreement shall be

cumulative and not exclusive, and shall be in addition to all other rights and remedies.

18. **Notice:**

Any notice given by one party to another in connection with this Agreement shall be in writing and

shall be sent by certified or registered mail, return receipt requested:

1. If to <u>Lessor Representative</u>, address to:

BILL ROBERTS

401 INDUSTRIAL PARK DR.

PERRY, FL. 32348

<u>AIRPORT MANAGER</u>

2. If to Lessee, address to:

PAUL CALAFIORE

22137 S GULFUEW DR

PERRY F1. 32348

Notices shall be deemed to have been received on the date of receipt as shown on the return

receipt.

19. Integration:

This Agreement constitutes the entire Agreement between parties, and as of its effective date supersedes all prior independent agreements between parties related to the leasing of the Hangar. Any change or modification hereof must be in writing signed by both parties.

20. **Waiver:**

The waiver by either party of any covenant or condition of this Agreement shall not thereafter preclude such party from demanding performance in accordance with the terms hereof.

21. Entire Agreement:

This Agreement constitutes the entire understanding between the parties, and as of its effective date; supersedes all prior or independent agreements between parties covering the subject matter hereof.

Any change or modification must be in writing, signed by both parties.

22. Severability:

If a provision hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, the entire Agreement shall not be void, but the remaining provision shall continue in effect as nearly as possible in accordance with the original intent of the parties.

23. Successors Bound:

This Agreement shall be binding on and shall insure to the benefit of the heirs, legal representatives, and successors of the parties hereto.

24. <u>Venue:</u> Venue of any litigation as a result of this lease shall be exclusively in Taylor County, Florida. **IN WITNESS WHEREOF,** the parties have executed this Agreement as of the day and year first above written.

Lessor: <u>Taylor County Board of County Commiss</u> By: <u>Lilliam Racats (Millian</u>	loners, Florida
by: William 184543 William	
Title: Airport Manager	
Lessee: Pal Calafron	
Title:	
By:	Ву:
By:Attested by Annie Mae Murphy Clerk of Court	County Administrator or

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board to review and approve Pay Authorization #3 for the SHIP rehabilitation project on the home of Charles Davis, 1004 N. Quincy Street. All work is complete on the home but Mr. Davis has refused to sign off on the rehabilitation per the advice of a prior SHIP recipient.

MEETING DATE REQUESTED:

August 4, 2012

Statement of Issue: Charles Davis received rehabilitation on his home through the

SHIP Program. All work is complete on the home and has been inspected and approved by Meridian Community Services Group. Grants staff has confirmed all work has been completed on the Work Write Up Bid Form. On the advice of a prior SHIP recipient, Mr. Davis has refused to

sign off on Pay Authorization #3.

Recommended Action: Approve Payment Authorization #3 payable to Certified

Roofing and Construction.

Fiscal Impact: This project is 100% funded through the SHIP Program.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Mr. Davis has received rehabilitation assistance through the SHIP Program in the amount of \$24,325.00. The maximum allowable amount is \$25,000.00. Mr. Davis approved the work to be completed on his home on the Work Write Up Bid Form. Mr. Davis had previously approved the first two payments requests. A prior SHIP recipient has advised Mr. Davis not to sign off on Payment Request #3 until the County provides an additional \$5,000 in rehabilitation on the home. The contractor- Certified Roofing and Construction, Jay Moseley of Meridian Community Services Group, and grants staff have tried very hard to satisfy Mr. Davis. It should be noted that the former SHIP recipient was very difficult to work with when their home was being rehabilitated in 2007. The contractor who was selected to do the rehabilitation on their home

had came highly recommended and had completed numerous SHIP projects in Jefferson and Wakulla County. The contractor indicated that had been such a bad experience they would not be interested in bidding on housing rehabilitation projects in the County in the future and they have not.

The SHIP Program provides rehabilitation of homes to bring homes up to code and repair and replace items vital to the well being on the homeowner and home such as replacement or repair of roofs, replacement or repair of heating and cooling systems, and electrical system repairs and upgrades. The program is not designed for home renovating and redecorating.

Attachments: SHIP Payment Authorization #3 for Charles Davis and the Work Write Up Bid Form.

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

Owner: Charles Davis

Address: 1004 N. Quincy St. - Perry, FL

Mailing Address: Same

Phone #: 850-584-3303

Parcel # R03328-000 Date: March 9, 2012

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	Flooring	Repair holes in floor decking in bedroom and utility room.	Various	475
002	Roof	Replace roof shingles including any deteriorated roof decking and support members.	Roof	8900
003	Plumbing	Replace tub and surround, including new valves and fixtures. Install existing toilet. Install new sink/vanity.	Bathroom	Delete (
004	Electrical	Upgrade panel and service to minimum 200 amp panel and service. Replace all wiring with new wiring and wire house to current code.	All	7800
005	Insulation	Insulate attic to minimum R-30. Insulate all exposed walls to minimum R-11.	Attic and Various	Delete 2
006	Windows	Replace all windows except for front porch. Remove front porch windows and re-make rooms into porch, install new screens.	All	6675
007	Door	Install new pre-hung exterior front door. Including new hardware and deadbolt.	Front	475

	TOTAL BID>>>>>>>>	>>> \$ -29 425 CO
Spell out like check		
Lundy Kine	thereand chair the	undusc twenty for my dellar
/	New Total	#24,325 Ju
Charles Con		Charlatt Jehron
Owners Signature	Co-Owners Signature	Contractor's Signature

Taylor County SHIP HR WWU Bid form

1004 North Ouincy Street, Perry, FL 32347

Page 1 of 2

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 a	approved within <u>60</u> days of	the issuance of the N	otice to Proceed.
The house is to be X occup	pied;vacant 1	for <u>60</u> days.	
I hereby certify that I am lice Regulation, and that I am eligi above the original contract a documented code violations of approved by the homeowner initiation of work based on the department.	ible to participate in the ho amount shall only be paid r to meet Section 8 Housin or his representative, the	ousing program. I also d for with housing ag Quality Standard contractor, and loca	so agree that change orders program funds to correct s. Change orders must be I government prior to any
Company Na	ame Jalivins Jolivin	Conseine die (Vetiduil Roofing Com
Contractor's Name (Print Na	me Charlotte	Jelinson	
Contractor's Signat	/A A	Jetroon	,
Contractor's Add	ress Pl Buf 16730	Mussauy .	H3269
Contractors Licens	se# CBC 125254	CCC151	237
Contractor's Phone Num	ober 352-665-d	2553 (Ciec)	· · · · · · · · · · · · · · · · · · ·
	OFFICIAL USE	ONLY	
DATE SUBMITTED		DATE ACCEPTED	
BID OPENED BY		WITNESSED BY	
DATE OPENED	All styres in a property state of the state	TIME	
WORK WRITE-UP PREPARED BY	Jay Moseley	Date	3-9-2012
Marle Louis Owners Signature	Co-Owners Signature	Contractor's	Signature

Taylor County SHIP HR WWU Bid form

TAYLOR COUNTY HOUSING REHABILITATION PROGRAM BID APPROVAL

Applicant:

Charles Davis (a single male)

Address:

1004 N Quincy Street, Perry, FL 32347

Parcel Number:

R03328-000

Estimated Bid Total:

\$25,000.00

Bids submitted on <u>04/17/2012</u> by the eligible contractors for the rehabilitation work of the above referenced case are as follows:

	Contractor or Firm Name	Bid Amount	Comments
1.	Certified Roofing and Construction	\$25,000.00	Recommended Bidder
2.	Fla. Homes, Inc.	No Bid	
3.	Michael Lynn, Inc.	No Bid	
4.	CB Construction	No Bid	
5.			
6.			

(Check Appropriate Explanations)

<u>✓</u>	I recommend that the contract be awarded to <u>Certified Roofing and Construction</u> for noted bid amounts. I recommend re-bidding because the bids exceed the 15% of the estimate. Recommended bid amount is the lowest bid within 15% of the estimate. The recommended bid is acceptable due to the following circumstances:				
Reco	organization of the state of th	05/24/2012 Date	Approved By: (Souls Sous Owner	05/24/2012 Date	
/			Co-owner	05/24/2012 Date	

TAYLOR COUNTY DEMOLITION PROGRAM SHIP PROGRAM REPAYMENT AGREEMENT

I/we <u>Charles Davis (a single male)</u> the owner(s) undersigned, hereby agree not to sell the property located at <u>1004 N Quincy Street</u>, <u>Perry</u>, <u>FL 32347</u> parcel number <u>R03328-000</u>, being repaired with grant funds provided by the Taylor County SHIP Program for a period of Five (5) years from the date of this agreement. Should I/We sell the above-described property within Five (5) years, I/We agree to repay to the Taylor County SHIP program at the time of the sale, the obligated amount which is prorated annually reducing the annual amount by Twenty (20%) percent per year, which is <u>\$25,000.00</u>. I/We further agree that if within Five (5) years from the date of the this agreement the property is sold by either my estate or my heirs, the person or estate selling the property will repay the prorated balance of the grant to the Taylor County SHIP program.

Lot 1 and 2, Block 15, of Brobston-Fendig Subdivision in Section 24, Township 4 South, Range 7 East, said subdivision being on record in the office of Clerk of Courts, Taylor County, Florida

• •				
Owner:	Charles Jan	9	Date:	05/24/2012
Co-Owner:			_ Date:	05/24/2012
STATE OF FLORIDA,	COUNTY OF TAYLOR			
<u> </u>	ent was acknowledge befo		• •	•
Charles D	who is	personally	known t	o me OR has
produced		as i	dentificatio	n
and who did take an o	ath.			
NOTARY PUBLIC - STATE	OF FLORIDA		TO THE REAL PROPERTY.	JAMES F. MOSELEY MY COMMISSION # EE 060681
Sign:	Aus + Ch	-)	A FOF FLORIOT	EXPIRES: February 23, 2015 Bonded Thru Budgel Notary Service
Print Name:	James F. Mos	scle_		
Commission Expires:	2/23/15			
SHIP Representative:	Melod, Ca			
Print Name:	. // ^			
Date:	5 24-2112			

<u>\$25,000.00</u> <u>05/24/2012</u>

For value received, the undersigned, <u>Charles Davis (a single male)</u>, promise to pay to the order of Taylor County, the principal sum of <u>Twenty-Five Thousand and 00/100 Dollars</u> at the rate of 0% per centum per annum from date until maturity, principal being payable in lawful money of the United States of America at the Clerk of the Court Office, Taylor County Courthouse, 108 North Jefferson Street, Perry, Florida 32348 or at such other address the holder from time to time may specify by written notice to the maker, said principal to be paid on the date and in the manner following.

This is a mortgage where the balance is due upon the sale or Unit should no longer be the primary residence of the borrower. The obligation is forgiven in increments of one-fifth of the total amount of assistance per year so that in the event the property ceases to be the principal residence of the recipient; only the remaining portion of the obligation must be repaid. The assistance is forgiven after five years of the property serving as the principal residence of the recipient.

If the property shall be transferred or sold within the period of five (5) years immediately following the date of this instrument, Owner or Owner's estate, shall pay to the County the percent of said financial assistance provided to owner under the SHIP program to be determined as follows:

If the property is sold or	Amount of financial	Percent
transferred or if owner should	assistance to be repaid to	
die	county	
Within the 1 st year	<u>\$25,000.00</u>	100%
Between years 1 and 2	<u>\$20,000.00</u>	80%
Between years 2 and 3	\$15,000.00	60%
Between years 3 and 4	\$10,000.00	40%
Between years 4 and 5	<u>\$5,000.00</u>	20%
After 5 th year	<u>\$0.00</u>	0%

Transfer means any transfer of the Property by deed or inheritance or delivery of possession of the Property for occupancy by one other than the Owner whether by contract for deed, lease, or otherwise; provided, however, if illness of the Owner should make it impossible for the Owner to properly care for the Property, then the Owner may rent or lease the Property upon written consent of the Taylor County Local Housing Partnership.

2. Paragraph 3 of this agreement regarding transfer of the subject property shall not apply to a transfer from the Owner to the Owner's spouse; but if transferred to an Owner's spouse, the agreements contained herein shall run with title to the land and thereafter, be applicable to any transfer made by the transferee's spouse; the time period for reimbursement to the County as set forth herein shall be computed from the date of this agreement.

- 3. Paragraph 3 of this agreement does not apply to funds used for doing rehabilitation or emergency repair projects whose total cost is less than One Thousand Dollars (\$1,000.00).
- 4. Owner understands and agrees that this agreement shall be recorded in the office of the Clerk of the Circuit Court in and for Taylor County, Florida.
- 5. The owner understands and agrees that this instrument shall place a lien upon owner's property described hereinabove and this agreement shall be binding upon the heirs, devisees, successors and assigns of the owner. The owner also understands that in the event the owner submitted fraudulent income amounts in order to qualify for this assistance, the owner will repay 100% of the funds provided under this agreement.
- 6. This agreement shall not be released by written instrument of the county at an earlier date, this agreement shall automatically expire five (5) years from date hereof and no further claim shall be made hereunder. This section does not apply to owners who submitted fraudulent incomes in order to qualify for this assistance.
- 7. Hazard Insurance. The Borrower shall keep the improvements now existing or hereafter erected on the Property insured against loss by fire, hazards included with the term "extended coverage", and such hazards as the County may require and such amounts and for such periods as the County may require. The insurance carrier providing the insurance shall be chosen by the borrower subject to approval by the County; provided that such approval shall not be unreasonably withheld. All insurance policies and renewals thereof shall be in a form acceptable to the County and shall include a standard mortgage clause in favor of, and in a form acceptable to the County. The County shall have the right to hold policies and renewals thereof, subject to the terms of the First Mortgage and any other mortgage, deed of trust or other security agreement with a lien that has priority over this mortgage. In the event of loss, the Borrower shall give prompt notice to the insurance carrier and to the County. The County may make proof of loss if not made by the Borrower. If the Property is abandoned by the Borrower, or if the Borrower fails to respond to the County within thirty (30) days from the date the notice is mailed by the County to the Borrower that the insurance carrier offers to settle a claim for the benefits, the County is authorized to collect and apply the insurance proceeds at the County's option either to restoration or repair of the Property or the sums secured by this Mortgage.

This note is to be construed and enforced according to the laws of the State of Florida, and is secured by mortgage on real estate of even date herewith.

If default be made in the payment of any said sums or interest or in the performance of any agreements contained herein or in the said mortgage, and if such default is not made good within 90 days, then, at the option of the holder of the same, the principal sum then remaining unpaid with accrued interest shall immediately become due and notice, time being the essence of this contract, and

said principal sum and said accrued interest shall both bear interest at the maximum rate per annum allowed by law, from such time until paid.

Each maker and endorser waives presentiment, protest, notice of protest and notice of dishonor and agrees to pay all costs, including reasonable attorneys' fees, whether suit be brought or not, if counsel shall after maturity of this note or default hereunder or under said mortgage, be employed to collect this note or to protect the security thereof.

Documentary tax has been paid and proper stamps have been affixed to the Mortgage.

<u>N/A</u>

Charles Davis

05/24/2012

Owner - Signature

Owner -Print Name

Date

Co-Owner - Signature

Co-Owner - Print Name

05/24/2012

Date

1004 N Quincy Street, Perry, FL 32347

Makers Address

Prepared by:
Meridian Community Services Group, Inc.
PO Box 357995
Gainesville, FL 32635-7995

TAYLOR COUNTY STATE HOUSING INITIATIVE PROGRAM CONTRACT FOR REHABILATION WORK

This contract entered this <u>24th</u> day of <u>May, 2012</u> by and between Charles Davis (a single male), hearafter called "owner" and Certified Roofing and Construction, located at PO Box 1673, Newberry, FL 32669 with Federal ID number 59-3484104, hereinafter called the "contractor" and as approved by the County of Taylor through its designee, the Taylor County SHIP, hereinafter called the "Agency"

WITNESSETH:

Whereas, the OWNER proposes to finance in whole or in part the cost of the rehabilitation work provided for in this Contract from the proceeds of rehabilitation monies or to be made available to the owner for the Agency, using State Housing Initiative money from Sadowsky Act through the State Housing Finance Agency; and

WHEREAS, the Owner has accepted the Contractor's bid for the performance of such Rehabilitation Work and said Rehabilitation Work has been approved by the agency, and the Owner desires to engage the Contractor to perform such Rehabilitation Work in accordance with the provisions of this Contract and applicable requirements of the Agency.

NOW THEREFORE, the Owner and the Contractor do hereby mutually agree as follows:

GENERAL CONDITIONS

SECTION 1,

Property to be Rehabilitated

The property to be rehabilitated pursuant to this Contract is located at 1004 N Quincy Street, Perry, FL 32347, parcel number R03328-000 County of Taylor, State of Florida, more particularly described below:

Lot 1 and 2, Block 15, of Brobston-Fendig Subdivision In Section 24, Township 4 South, Range 7 East, said subdivision being on record in the office of Clerk of Courts, Taylor County, Florida

SECTION 2.

Bid Proposal

The Contractor bid proposal shall be the basis for the rehabilitation work to be performed by the Contractor.

SECTION 3,

Contract Price

Upon satisfactory completion of the rehabilitation work provided for in this contract, the Contractor shall be paid the amount of **\$25,000.00** hereinafter called the "Contract Price," which shall constitute full and complete compensation for the Contractor's performance of the rehabilitative work.

SECTION 4.

Time of Performance

The Contractor shall commence the Rehabilitation Work provided for in this Contract within ten (10) days from the date of the Owner's issuance of the Notice to Proceed referred to in Section 8 of this Contract, unless a delay is approved in writing by the Agency designee. The Contractor shall satisfactorily complete such work within <u>Sixty (60)</u> days after issuance of the said Notice to Proceed. Said completion period may be extended upon written approval by the Agency designee, in conjunction with an approved Change Order, or as a result of acts of God or other extenuating circumstances beyond the Contractor's fault or control. However, time is the essence of this Contract, and extensions shall be limited to unforeseeable circumstances.

The Contractor shall be responsible for scheduling the Rehabilitation Work, and for coordinating the operations of all trades, subcontractors, and suppliers engaged by the Contractor in connection with the work, in such manner as to assure the expeditious completion of the work.

SECTION 5,

Scope of Work

The Contractor shall furnish all necessary materials, equipment, tools, labor and supervision necessary to perform in a competent and workmanlike manner, all of the Rehabilitation Work provided for in this Contract relating to the described property.

No work will be provided beyond that which is included in the Work Write-up and Bid Proposal and in the Standard Rehabilitation Specifications, unless a Change Order is approved by the Owner, Contractor, and Agency.

Before installing any work the Contractor shall carefully study and compare the Contract Documents and the property. He shall report at once in writing to the Agency designee any error, omission, or inconsistency in the documents. Any necessary changes shall be adjusted by appropriate Change Order. However, if the Contractor fails to report any error, omission, or inconsistency and installs work according to the error, omission, or inconsistency, he shall bear all liabilities and costs attributable to such work.

SECTION 6.

Contractor Materials

The Contractor shall furnish all necessary materials, equipment, tools, labor and supervision necessary to perform all of the rehabilitation work provided in this Contract.

SECTION 7,

Payment Authorizations

The OWNER will cooperate with the Contractor to facilitate orderly and prompt performance of contractual requirements. The Owner will authorize the payment request(s) as soon as the request is made and justified. The Owner will also refrain from requesting additional work or changes in the work as specified herein.

SECTION 8,

Contract with Contractor

The Contractor and Owner hereby acknowledge that this Contract is solely between the Contractor and the Owner and that the County of Taylor has no interest in this Contract and that the County's action is solely as a conduit through which state funds are made available to private individuals for rehabilitation of the Owner's property; and that the County of Taylor is not responsible on behalf of either the Owner or Contractor for any action, causes or action, suits, dues, sum of money, damages, and liabilities whatsoever both in law and equity or which may result for the existing state of things which have existed or will exist between the Owner and Contractor.

SECTION 9.

Liquidated Damages

Failure to satisfactorily complete the Rehabilitation Work within the allowed Time of Performance shall subject the Contractor to a Liquidated Damage Fee of Fifty (\$50.00) dollar per day. The Fee amount shall be deducted from the (Final) Payment to the Contractor. This fee amount is mutually agreed to, due to the difficulty in determining the exact damage to the Owner. This Fee is not to be construed as a penalty.

SECTION 10.

Issuance of Notice to Proceed

Any other provision of this Contract to the contrary notwithstanding, the Contractor shall not commence the Rehabilitation Work provided for in this Contract until the Owner and Agency have issued a written Notice to Proceed to the Contractor.

SECTION 11,

Utilities

If the premises are occupied, the Owner shall permit the Contractor to use existing utilities necessary to the Contractor's performance and completion of the work, at no cost to the Contractor. If the premises are vacant, the Contractor will be responsible for providing any utilities that are required for his performance of the work.

SECTION 12,

Owners Cooperation

The Owner will cooperate with the Contractor to facilitate orderly and prompt performance of contractual requirements. This shall include, but not limited to, the Owner's making necessary selections of paint colors, floor coverings, etc., in a timely manner; authorizing the payment request(s) as soon as the request(s) is/are justified; refraining from requesting additional work or changes in the work or materials as specified herein, except through an approved Change Order; removing, as necessary, any rugs, furniture, pictures, etc., from the room(s) being rehabilitated; and other actions as may reasonably be expected from the Owner in order to achieve the fulfillment of the Contract.

SECTION 13,

Contract Changes

No modifications of this Contract shall be made after its execution by the Contractor and the Owner except by written instrument signed by the Contractor, accepted by the Owner, and approved by the Agency.

SECTION 14,

Changes in the Work

No changes, alterations, additions, deletions or substitutions in the work or materials called for in this Contract shall be made except through a written Change Order approved by the Owner, Contractor and Agency. Change Orders may be issued for the following reasons:

- a) Concealed code violations which were not considered in the Work Write-up are discovered, requiring additional work in order to satisfactory complete the rehabilitation. For example, deteriorated wall framing or plumbing lines, which are not discovered until the work begins, should be reported and a Change Order issued to include such corrections in the agreement.
- b) The Owner desires a change in the work or materials as described in the Contract (for example, the location of a door to be installed). Changes which are not code-required shall not involve additional public funds, and shall be limited to no-charge changes or changes for which the homeowner agrees to pay.
- c) Errors or inconsistencies in the Work Write-up must be corrected. The Owner, Contractor and Agency agree that, to the extent feasible, any pre-existing housing code violation in the dwelling which is not addressed or adequately corrected through the initial contract shall be corrected by means of a "Change Order" only with written approval by the agency.

SECTION 15,

Owner's Right to Stop the Work

If the Contractor provides or fails to correct defective work, or fails to supply materials or equipment in accordance with the Contract Documents, the Owner may order the Contractor to stop the work, or any portion thereof, until the cause for such order has been eliminated

SECTION 16 <u>Disputes</u>

All disputes arising under this Contract or its interpretation, whether involving law or fact or both, or extra work, and all claims for alleged breach of Contract shall be presented in writing by the Contractor to the Agency designee within five (5) days of commencement of the dispute. Such claim shall state the facts surrounding the claim in sufficient detail to identify the claim, together with its character and scope. The Agency designee will provide a written decision within five (5) days. Any appeals of the Agency designee's decision shall be presented in writing within five (5) days to the chief executive officer of the local government. The decision on the appeal will be provided in writing within five (5) days, and will be the final authority in dispute.

SECTION 17,

Termination by Owner

The Owner may terminate this Contract:

- a) if the Contractor is adjudged bankrupt, or if he makes a general assignment for the benefit of his creditors, or if a receiver is appointed on account of his insolvency, or
- b) if the Contractor persistently or repeatedly refuses or fails to perform expeditiously, except in cases for which an extension of time is provided, or
- c) if the Contractor fails or refuses to provide work in accordance with the Contract, including any approved Change Order, or
- d) if the Contractor fails to make payment to subcontractors or suppliers for materials or labor, or

- e) if the Contractor persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, or
- f) if the Contractor is otherwise guilty of a substantial violation of a provision of the Contract Documents.

The Owner shall present a written statement of cause for termination to the Agency designee. Upon certification by the Director that sufficient cause exists to justify such action, the Owner shall immediately issue written notice to the Contractor. Such notice shall automatically terminate the Contractor after five (5) days unless the Contractor removes the cause for termination within five (5) days.

The original Contract amount or balance thereof at the time of termination shall be escrowed for use in completion of the work as approved by the Agency. Payment to the Contractor shall be issued in accordance with Chapter 713 of the Florida Statutes.

Contract termination procedures as outlined herein shall not prejudice any other right or remedy to which the Owner would be entitled.

SECTION 18,

Termination by Contractor

The Contractor may terminate this Contract:

- a) if the work is stopped or to be stopped for a period of twenty (20) days or longer due to an act of God, or due to an order of an appropriate court through no fault of the Contractor, or
- b) if the work is stopped for a period of five (5) consecutive days due to failure of the Owner to provide necessary and reasonable information, services, or cooperation.

The Contractor shall present a written statement of cause for termination to the Agency designee. Upon certification by the Director that sufficient cause exists to justify such action, the Contractor shall immediately issue written notice to the Owner. Such notice shall state the cause for termination, and shall provide that the Contract shall automatically terminate upon five (5) days written notice unless the Owner removes the cause for termination within the five (5) days.

Upon termination of Contract, the Owner shall issue payment to the Contractor for the amount of work satisfactorily completed by the Contractor, subject to normal final payment procedures.

SCETION 19,

Liens

At no time shall payment be due to the Contractor if there are outstanding liens or claims of liens on the job. Payment shall not be due until the Contractor provides all waivers or releases or liens, and satisfaction of any recorded lien, to the Owner, in care of the Agency.

The Contractor shall protect, defend, and indemnify the Owner from any claims for unpaid work, labor, or materials provided in performance of the Contract.

SECTION 20,

Hold Harmless Clause

The Contractor shall indemnify, and hold harmless the Owner, the Agency its officials and employees, and the Owner shall indemnify and hold harmless the Agency, its officials and

employees from all liability and claims for damages because of bodily injury, death, property damage, sickness, disease, or loss and expense suffered or alleged to have been suffered by any person as a result of, or arising from, the Contractor's operations under this Contract, whether such operations be by the Contractor, any subcontractors or suppliers engaged by the Contractor in connection with such operations, or anyone directly or indirectly employed by either the Contractor or such subcontractors and suppliers.

SECTION 21,

Assignment of Contract

The Contractor shall not assign this Contract without the prior written consent of the Owner and the prior written approval of the Agency.

SECTION 22,

CONSTRUCTION INDUSTRIES RECOVERY FUND

The owner may recover money lost related to performance by the contractor under this contract from the Construction Industries Recovery Fund. The fund can cover losses resulting from specific violations of Florida Law by a State Licensed Contractor. If the owner wishes to file a claim, the owner shall contact the Florida Construction Industry Licensing Board at the following telephone number and address: FCILB, 7960 Arlington Expressway, Suite 300, Jacksonville, Florida 32211-7467, (904) 727-6530.

ADDITIONAL CONTRACT PROVISIONS

If this Contract includes additional provisions not included in the General Conditions or Federal Provisions, such additional provisions shall be attached to this Contract prior to its execution by the Contractor and the Owner. If no additional provisions are to be included in this Contract, this Contract shall so state so by having the word "None" written or typed on the following line. NONE

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Contractor has a 2012 and the Owner has executed this Contractor Owner Signature Contractor	executed this Contract as of the 24th day of May, ct as of the date above first written. Co-Owner Signature
STATE OF FLORIDA COUNTY OF Tay	ylor
The foregoing instrument was acknowledged b	efore me this <u>24th</u> day of <u>May, 2012</u>
Who is personally known to me (12), or has proceed take an oath.	duced an ID as identification and who did Notary Public Signature
JAMES F. MOSELEY MY COMMISSION & EE 060687 EXPIRES: February 23, 2015 Bonded Thru Budget Notary Services	Print Name Stranger Print Name Personally Known Produced Identification
	Type of ID owner

TAYLOR COUNTY REHABILITATION HOUSING REHABILITATION PROGRAM NOTICE TO PROCEED

To: Certified Roofing and Construction

Re: Notice to Proceed, Rehabilitation at

1004 N Quincy Street, Perry, FL 32347

From: Charles Davis (a single male)

R03328-000

PERMIT APPLICATION DATE: PROCEED DATE: _____ ____ Reference is made to the CONTRACT dated 05/24/2012 for rehabilitation of property at the above address in Taylor County, Florida. Pursuant to the provisions of Section 8 of the General Conditions of the Contract, you are hereby given Notice to Proceed to apply for permits within (10) calendar days of the date of this contract signature date. The dates of proceeding with the work and completion dates will be inserted upon receipt of permit. This notice establishes that the work be completed within Sixty (60) calendar days of the date of this notice (by Co-Owner This acknowledges that the above notice was received, which established the completion date as Authorized Representative for Construction Company Signature and Title

TAYLOR COUNTY HOUSING REHABILITATION PROGRAM TRUTH IN LENDING DISCLOSURE STATEMENT

This statement discloses conditions of the Deferred Payment Loan issued by the Housing Rehabilitation Program to:

Charles Davis (a single male)

1004 N Quincy Street, Perry, FL 32347

Amount Financed \$25,000.	<u>00</u>				
Not to Exceed \$25,000.00 (Tentative amount – may not reflect program approved change orders)					
Annual percentage rate 0%					
Monthly payments \$\\ \ \\$0.00					
✓ Term of SHIP Loan	Five (5) years	to end	<u>24 May 2017</u>		
Repayment of the loan is not req Rehabilitation Agreement.	uired as long as th	ne owner ma	uintains the terms	agreed to in the	
The Deferred Payment Loan is se	cured by the said	Agreement,	covering property	at	
1004 N Ouincy Street, Perry, FL 32347					
There is no escrow or closing costs associated with this Deferred Payment Loan.					

I hereby acknowledge receipt of a copy of this statement.					
Charles Dav Owner-Occupant/Borrower		arles Davis nt Name		<u>05/24/2012</u> Date	
Co-Owner-Occupant/Borrower	N/A Pri	<u>A</u> nt Name		05/24/2012 Date	
•					

TAYLOR COUNTY HOUSING REHABILITATION PROGRAM NOTICE: EFFECT OF RESCISSION

When a homeowner exercises his/her right to rescind, he/she is not liable for any finance or other charge, and any security interest becomes void upon such a rescission. Within three (3) days after receipt of a notice of rescission, the creditor shall return to the homeowner any money or property given as earnest money, down payment, or otherwise, and shall take any action necessary or appropriate to reflect the termination of any security interest created under the transaction. If the creditor has delivered any property to the homeowner, the homeowner may retain possession of it. Upon the performance of the creditor's obligations, the homeowner shall tender the property to the creditor, except that if return of the property in kind would be impracticable or inequitable, the homeowner shall tender its reasonable value.

Tender shall be made at the location of the property or at the residence of the homeowner, at the option of the homeowner. If the creditor does not take possession of the property within three (3) days after tender by the homeowner, ownership of the property vests in the homeowner, without obligation on his part to pay for it.

The undersigned each acknowledges receipt of a copy of the notice of right of three-day rescission.

Charles Davis
Owner-Occupant/Borrower

N/A
Print Name

Date

05/24/2012

05/24/2012

Date

Taylor County HOUSING REHABILITATION PROGRAM COLOR/STYLE SELECTION

Homeowner (s) Charles Davis (a single male)

Address: 1004 N Quincy Street, Perry, FL 32347

Contractor Certified Roofing and Construction

- 1. Contractor must provide at least three color choices for each item per the work write-up. Not all items below will apply to all homes. Place *NA* for items not included.
- 2. Meridian Community Services Group reserves the right to veto a color choice made by the homeowner.
- 3. It is the contractor's responsibility to have the homeowner select the colors and sign this form.

1.	Paint: Indicate ex	cterior substrate:
	Exterior Color	
	Interior Color	
	Trim	
2.	Flooring	
	Carpet:	
	Padding:	
	Vinyl:	
3.	Roofing	
	Shingles	
	Soffits (if alum)	
4.	Cabinets	
5.	Appliances:	
6.	Other item	
	Owner Signature	
Co	-Owner Signature	
	Contractor Sign	
	MCSG Sign	

Taylor County Administrative Complex

201 East Green Street, Perry, Florida 32347

Melody Cox Administrative Services 850-838-3553 850-838-3501 Fax

grants.coordinator@taylorcountygov.com

MEMORANDUM

DATE: August 22, 2012

TO: Virginia

FROM: Melody

Re: SHIP Payment Authorization #3 Charles Davis

Virginia, please process the attached Payment Authorization for payment. The Payment Authorization is for the SHIP rehab project for the home of Charles Davis, 1004 N. Quincy Street, Perry and is payable to Certified Roofing and Construction. The payment should be charged to the following account:

The invoice and support documentation are attached.

Please let me know if you need any additional information. Thank you.

melidy Melody

Taylor County HOUSING REHABILITATION PROGRAM PAYMENT AUTHORIZATION

To: Melody Cox

From: Meridian Community Services Group, Inc.

Date: August 10, 2012

Subject: Payment Authorization for CDBG \$0.00 SHIP **✓ \$4.865.00**

Grant/Project Number SHIP Taylor County

Homeowners Name Charles Davis Round Two (2)

Please issue payment as follows:

Pay to the order of: Certified Roofing and Construction

Address: PO Box 1673, Newberry, FL 32669

Amount: \$4,865.00

Four Thousand Eight Hundred Sixty-Five and 00/100 Dollars

For payment number Three (3) and Final

Use: ✓ Regular Account

Escrow

Funds ordered; pay when received

Funds already in account; please pay

Activity Usage:

Temporary Relocation (008)

Rehabilitation (09A)

Remarks: Please pay \$4,865.00 from SHIP account

Meridian Community Services Group, Inc. as Administrator

Melody Cox, Grants Birector Taylor County

FORM D-j

or to pay meledy bo 8/22/2012

1402-58321

Taylor County HOUSING REHABILITATION PROGRAM REQUEST FOR PAYMENT AND AFFIDAVIT

Date	0/-/12	T	FDI (A)	
Date	8/1/12	Payment Request #	Three (3)	
Full Name	Charles Davis	Contract Date	05/24/201	<u>2</u>
Address	1004 N Quincy Street, Perry, FL 32647	Permit Date	06/18/201	<u>2</u>
Parcel #	R03328-000	Schedule Days	Sixty (60)	
HRP Project #	TAYLOR COUNTY SHIP	Scheduled Complete Date	08/16/201	2
RANK#	Round Two (2)	Actual Complete Date	8/71	12
		Days over/Under	09	· · · · · · · · · · · · · · · · · · ·
		Permit#	12-118 an	d 12-119
Contractor	Certified Roofing and Construction			
Mailing address	PO Box 1673, Newberry, FL 32669	Phone	<u>352-472-7</u>	663 (office)
Contractor receives	s the remaining amount owed	Original Contract Price (ar	nount)	\$24,325.00
price for contractor	completing punch list	Changes to	o Date	\$0.00
		Adjusted Contract Price (an	nount)	\$24,325.00
		Work Performed to	o Date	\$24,325.00
		Ret	ainage	\$0.00
		Less Previous Pa	yment	\$19,460.00
		Less Liquidated Da	amage	\$0.00
		Due This Payment** \$4,865.0		\$4,865.00
				\$0.00
		** Pay from funds		SHIP
		ray iron	LULUS	SHIP

I certify that this payment request is correct and that said payment is justified by the work which has been completed. All work performed is in compliance with the terms of the Contract for Rehabilitation Work, including any approved Change Order(s).

In compliance with the Florida Mechanics Lien Law, I hereby furnish the following affidavit for payment.

		the improvements at this property there are no outstanding liens or cla	for which I have been contracted to ims for liens against said work.	perform have been paid
	\$ to be pa	aid to me. The following is a	in the amounts specified, we complete list of all unpaid parties for which I have been contract	es who have or could
	Party/Company	Address o	<u>f Company</u>	Amount Due
ф	Liquidated damages fee of \$ I agree to ha	\$50.00 per day for O	days(s) contract overrun, for a	a total deduction of
		y Name Centified Roofing a lue ink) Title All signatures must be	John John	
Subs	cribed and sworn before	me this $\cancel{\mathbb{D}^{\cancel{\downarrow} \cancel{\downarrow}}}$ day of _	August, 20/2.	in the County of
		JAMES F. MOSELEY MY COMMISSION & EE 060687 EXPIRES: February 23, 2015 Bonded Thru Budget Notary Services Type of ID	hustl	
	nave examined this request for quested.	or payment and the work perf	formed on the property. We a	pprove the payment
Own	ier <u>//</u>	$A \rightarrow C$	Date	
Hous	sing Rehabilitation Specialist	: Just U	Date 8/10/1 I do Not A justified.	2
*	Homeonne di	d not sign -	I do Not A	gree w/his
ł	refusal And	find it un	justified.	
E\D	M D-fgh		M	
EUR	M n-rån		\mathcal{L}_{I}	

Taylor County HOUSING REHABILITATION PROGRAM CERTIFICATE OF FINAL INSPECTION

Job Address	1004 N Quincy Street, Perry, FL 32647
Contractor	Certified Roofing and Construction
Owner Name	Charles Davis
Date of Completion of work	8/1/11
Date of Final Inspection	8/7/12
Date of Contract	05/24/2012
rehabilitation work performed Contract for Rehabilitation Work to the property. I have included Signed:	ection of the above reference property. To the best of our knowledge, the on the property is complete and in compliance with the terms of the rk. The dwelling now meets all applicable codes and ordinances relating the Certificate of Occupancy (CO). O D
Signed: y Sec Owner	Note on Pay Request Date
Signed: SC F Building Inspec	$\frac{1000}{100}$ $\frac{8}{7}$

Local Government Representative

Taylor County HOUSING REHABILITATION PROGRAM CONTRACTOR'S FINAL AFFIDAVIT AND LIEN WAIVER

1004 N Quincy Street, Perry, FL 32647 **Job Address** Parcel # R03328-000 Legal Description LEG 0000.22 ACRES BROBSTON FENDIGS ADD LOT 1 & 2 BLK 15 OR 674-565 I, the undersigned, hereby acknowledge receipt of full and final payment for improvements on the above described property. I hereby waive any lien or right to lien that I may have against the described property. I further warrant to save harmless the property owner and the local government from any liens which are now in existence. or may hereafter arise by reason of said improvements, and cause the same to be released of record immediately. Company Name Certified Roofing and Construction Signature (blue ink) Subscribed and sworn before me this 10th day of Auc. , 2012 in the County of Alachua State of Florida. Notary Public Sonded Thru Budget Notary Services Personally Known V Produced Identification

Type of ID

Owner Name

Charles Davis

This instrument prepared by: Meridian Community Services Group, Inc. PO Box 357995 Gainesville, FL 32635-7995

CONTRACTOR'S FINAL PAYMENT AFFIDAVIT AND RELEASE OF LIEN

Before me, the undersigned Notary, personally appeared Classo Hesing, who after being by me
first duly sworn, deposes and says:
1. He/She is the Resident of Certified Roofing and Construction hereinafter called "Contractor".
2. Contractor heretofore entered into a contract to furnish material, labor and services for the construction of a certain building and installation of facilities, all more specifically described in said contract, on the land and property of <u>Charles Davis</u> ("Owner") located in Taylor County, Florida and which is legally as follows:
(LEG 0000.22 ACRES BROBSTON FENDIGS ADD LOT 1 & 2 BLK 15 OR 674-565
3. That all bills incurred under said contract and in the process of construction on the Property for labor and materials have been paid in full and there are no claims of any laborer or materialmen for labor performed or material furnished which might become a lien upon said premises.
4. That there have been no alterations or repairs to the Property for which the costs thereof remain unpaid, and there are no claims for labor or material furnished for repairing or improving the same which remain unpaid.
5. The Contractor hereby states that Contractor has been paid in full under said contract between itself and Owner and for all work furnished to Owner for the improvements on the Property, and further, Contractor, for and on behalf of Contractor and anyone claiming by, though or under Contractor, waives, releases and relinquishes Contractor's right to any claim or demand or right to impose a lien or liens for work done or materials or service furnished, or any other class of lien whatsoever, on the Property. Any and all Sub-Contractor release of lien are included with Contractors final request for payment.
(CORPORATE SEAL) Signature: Multile John
Title: Liendent
STATE OF FLORIDA COUNTY OF TAYLOR
sworn to and subscribed before me this 10th day of August, 2012, by
Corporation, who (is/are known to me personally or who () has produced
AS identification. JAMES F. MOSELEY MY COMMISSION & EE 060667 EXPIRES: February 23, 2015 Bonded Thru Budget Notary Services
Notary Public State of Florida / / / / / / / / / / / / / / / / / / /

Taylor County HOUSING REHABILITATION PROGRAM WARRANTY FOR REHABILITATION

To Charles Davis

From Certified Roofing and Construction

SUBJECT:

Warranty for Rehabilitation at the following address

1004 N Quincy Street, Perry, FL 32647 R03328-000

Reference is made to Section 24 of the General Conditions of our Contract dated <u>05/24/2012</u> for rehabilitation of your property at the above address.

In connection with the performance of the work under the Contract, you are advised that I warrant that all materials, fixtures and equipment furnished by me (AND IF APPLICABLE), by my subcontractor(s)) were new, of good quality and of title, and that all work was performed in accordance with the Contract.

Should any defects appear within a year from the date of final acceptance, which occurred on
$\frac{8}{7}$, $\frac{20}{2}$ and should such defects be caused by faulty materials, fixtures,
equipment, or work, I shall promptly remedy these defects and pay for any reasonable damage resulting
therefrom. If a roof replacement is included in the work-write-up/scope-of-work on the above property,
the roof replacement warranty is extended to five-years (5) from the date of final acceptance.

Contractors Address: PO Box 1673, Newberry, FL 32669

Contractors Phone Number: 352-472-7663 (office)

Contractors Signature: Multitude Menon

Contractor Print Name: Charlo He Johnson

Taylor County HOUSING REHABILITATION PROGRAM SUBCONTRACTOR'S OR MATERIALMAN'S AFFIDAVIT, WARRANTY, AND LIEN WAIVER

Legal Description LEG 0000.22 ACRES BROBSTON FENDIGS ADD LOT 1 & 2 BLK 15 OR 674-565

I, the undersigned, do depose and say that I was employed by contractor named above to furnish labor or engaged to furnish materials for an improvement being situated on certain real estate in the State of

Contractor Certified Roofing and Construction

Job Address 1004 N Quincy Street, Perry, FL 32647

R03328-000

Owner Name Charles Davis

Parcel #

Florida, as described above. I hereby declare that I have been paid in full for my labor and/or the material supplied for said improvement and I waive any lien or right to lien against the described property. I warrant to save harmless the said property owner and the local government from any lien(s) which are now in existence or may hereafter arise by reason of said improvements. Sub Contractor Company Name Signature (blue ink) Contractors Company Seal Subscribed and sworn before me this 7th day of way 2012 in the County of State of Florida. Print Name Personally Known X Produced Identification Type of ID

(15)

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

Board to approve the Invitation to Bid and two (2) proposed SHIP recipients.



MEETING DATE REQUESTED: September

September 4, 2012

Statement of Issue: Board to approve the Invitation To Bid for the rehabilitation of

two homes through the SHIP Program. The two recipients and their homes have been qualified and approved and are eligible for rehabilitation assistance through the SHIP Program. If approved, the Board will receive and open bids at the October 1, 2012 meeting at 6:10 and 6:15 pm.

Recommended Action: Approve Invitation to Bid and proposed SHIP recipients.

Fiscal Impact: Not applicable. The project is 100% funded through the SHIP

program.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The following two homeowners have been qualified and

determined to be eligible for receive rehabilitation assistance for their homes through the SHIP Program:

Mary Ondash 3435 Ross Road Perry Vera Edwards 2847 Pisgah Road Perry

Property taxes on homes receiving SHIP rehabilitation assistance must be current.

The SHIP program no longer allows for demolitions and new constructions- only rehabilitation. The SHIP Program does allow for Local Vendor Preference as the program is state funded.

If approved these two projects will expend all SHIP rehabilitation funds with the exception of the \$75,000 set

aside for the match for the CDBG grant application. There will SHIP funds remaining to provide first time home buyers down payment assistance for two recipients. The State did not fund the SHIP Program for FY 2012-2013.

Attachments: Invitation to Bid and Work Write-Up Bid Forms on each proposed recipient.

PUBLIC NOTICE

INVITATION TO BID

Housing Rehabilitation State Housing Initiatives Partnership (SHIP) Program

Taylor County Board of County Commissioners invites interested residential contractors to submit bids for the Rehabilitation of two (2) single family homes in Taylor County.

SEALED Bids are to be submitted on or before October 1, 2012 at 4:00 PM to Annie Mae Murphy, Clerk of the Court (850) 838-3506. Bid envelopes are to be identified as SHIP ITB-003.

Hand Delivery: Annie Mae Murphy

Clerk of the Court

108 North Jefferson Street, Suite 102

Perry, FL. 32347

Mail Delivery: Annie Mae Murphy

Clerk of the Court P.O. Box 620

Perry, FL. 32347-0620

A Public Opening of the Bids is scheduled for October 1, 2012 at 6:10 PM and 6:15 PM at 201 East Green Street, Perry, Florida, 32347. Bids will be opened during a regularly scheduled Board of County Commissioners meeting.

A <u>MANDATORY</u> meeting to provide contractor orientation materials and visit the scheduled project will be held on September 14, 2012 at 10:30am, located at 401 Industrial Drive, Perry, 32348. The meeting will take place in the <u>airport terminal</u> conference room. You must attend this meeting in order to receive the bid documents and attend the review of the projects. The visit to the projects will immediately follow the orientation meeting.

For contractors that have not been pre-approved, you may obtain a contractor application package by calling Mendian Community Services Group, Inc. at (888) 878-1908 (Toll Free). Please bring your completed application package to the mandatory meeting on September 14, 2012.

WBE/MBE/DBE Firms are encouraged to participate. Taylor County is an Equal Opportunity Employer.

The Taylor County Board of Commissioners reserves the right to accept or reject any and/or all bids in the best interest of Taylor County.

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS Patricia Patterson, Chairman

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

Owner: Vera Edwards

Address: 2847 Pisgah Rd. - Perry, FL

Mailing Address: Same

Phone #: 850-584-4965 or 850-869-4343

Parcel # Date: May 22, 2012

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.	Roof	
002	Electrical	Upgrade panel and service to minimum 200 amp panel and service. Rewire entire house with new wiring to meet current codes.	All	
003	HVAC	Install new electric HVAC system. New system shall be new central electric heating and air conditioning system (minimum 15 SEER) with service to all habitable rooms. Include all ductwork, piping, electrical, and other items necessary for a complete system. Remove existing window units and leave with homeowner.	All	
004	Insulation	Insulate attic to minimum R-30.	Attic	
005	Windows	Replace all windows.	All	
006	Flooring	Replace vinyl flooring in kitchen.	Kitchen	

TOTAL BID>>>>>>>>>>>	-
Owner Signature	
Co-Owner Signature	
Contractor's Signature Taylor County SHIP HR/WWU-Bid Form	Page 1 of 2

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 approved within <u>60</u> days of the issuance of the Notice to Proceed.					
The house is to be X occupied; vacant for 60 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. Change orders must be recommended by the building department.					
Contractor's Name (Print Name)					
Contractor's Signature					
Contractor's Address					
Contractors License #					
Contractor's Phone Number					
OFFIC	CIAL USE ONLY				
DATE SUBMITTED					
BID OPENED BY					
DATE OPENED					
WORK WRITE-UP PREPARED BY Jay Moseley		5-22-2012			
Owner Signature					
Co-Owner Signature					
Contractor's Signature Taylor County SHIP HR/WWU-Bid Form		Page 2 of 2			

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

Owner: Mary Ondash

Address: 3435 Ross Rd. – Perry

Mailing Address: Same

Phone #: 850-295-2847

Parcel # 08256-000 Date: 8/24/2012

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	Drywall	Install drywall walls in utility room.	Utility Room	
002	Plumbing	Replace kitchen sink.	Kitchen	
003	Electrical	Replace existing panel and service with new 150 amp panel and service. Install ceiling fan (provided by homeowner) in bedroom. Install smoke detectors in hallway and bedrooms, hardwired in sequence. Install GFIC protected receptacles for kitchen, bathroom and exterior as required by current code.	Various	
004	HVAC	Install new electric HVAC system. New 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	Insulation	Insulate attic to minimum R-30. Include attic over utility room and storage room.	Attic	
006	Windows	Replace all windows.	All	
007	Doors	Replace front exterior door with new pre-hung exterior door with new hardware including deadbolt. Replace front screen door.	Front	

Owner Signature	
Co-Owner Signature	
Contractor's Signature	
Taylor County SHIP HR/WWU-Bid Form	Page 1 of 3

008	Cabinets	Replace kitchen cabinets with same footage,	Kitchen	
		including new countertops.		

TOTAL BID>>>>>>>

Owner Signature	
Co-Owner Signature	
Contractor's Signature	

Contractor's Signature

<u>Taylor County SHIP HR/WWU-Bid Form</u>

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 approved within <u>60</u> days of the issuance of the Notice to Proceed.					
The house is to be X occupied; vacant for 60 days.					
I hereby certify that I am licensed by the State of Florida, Department of Business, and Profession Regulation, and that I am eligible to participate in the housing program. I also agree that change order above the original contract amount shall only be paid for with housing program funds to corredocumented 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 an initiation of work based on that change order. Change orders must be recommended by the building department.					
Company Name					
Contractor's Name (Print Name)					
Contractor's Signature					
Contractor's Address					
Contractors License #					
Contractor's Phone Number					
OFF	ICIAL USE ONLY				
DATE SUBMITTED	DATE ACCEPTED				
BID OPENED BY					
DATE OPENED					
WORK WRITE-UP PREPARED BY Jay Moseley		8-24-2012			
Owner Signature					
Co-Owner Signature					
Contractor's Signature <u>Taylor County SHIP HR/WWU-Bid Form</u>	n	Page 3 of 3			

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TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board to approve holding a third public hearing September 18, 2012 at 6:15 pm to discuss and receive public input for the Taylor County grant submission for the upcoming funding cycle of the 2012 Community Development Block Grant (CDBG) Program Housing Rehabilitation Program.

MEETING DATE REQUESTED:

September 4, 2012

Statement of Issue: Approval to hold a third public hearing for the upcoming CDBG
Housing Rehabilitation funding cycle September 18 at 6:15
pm. The Board held two other public hearings (June 4
and July 2) and approved the grant application requesting
funding assistance in the amount of \$750,000. There was

an administrative rule change with the program which

required a third public hearing.

Recommended Action: Approve public hearing to be held September 18, 2012 at

6:15 pm.

Fiscal Impact: Requesting funding assistance in the amount of \$750,000. The County will be providing a match of \$75,000 which has been set aside with SHIP housing funds. These are state funds and can be used for a match for CDBG funds which are federal funds. No additional match will be required from the County.

Budgeted Expense: Y/N

Submitted By:

Contact:

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The County will be requesting funding assistance in the amount of \$750,000 which will be used to rehabilitate or for the demolition and new construction of homes of low to moderate income families who are qualified through the application process. Submitting grant application requesting funding assistance through the housing rehabilitation program will have no negative impact on the County being eligible to submit application for economic development and job creation programs. The State did

not fund the SHIP Program for FY 2012-2013 and the CDBG Program is the only housing rehabilitation funding available at this time. Attachments: Not applicable



TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board to review and approve Grant Agreement with the Federal Aviation Administration (FAA) for Project 3-12-0064-012-2012 which is Phase II of the Rehabilitation of Runway 18/36 at Perry Foley Airport.

MEETING DATE REQUESTED:

September 4, 2012

Statement of Issue: Board to review and approve Grant Agreement with FAA in the

amount of \$879,880 for Phase II of the rehabilitation of

Runway 18/36 at Perry Foley Airport.

Recommended Action: Approve Grant Agreement

Fiscal Impact: The project has a total project cost of \$977,644. The County

is submitting an additional grant request to Florida Department of Transportation Aviation Division in the amount of \$97,765 to obtain the additional funds needed for the project. The County will be requesting a waiver of match from FDOT under the Rural Economic Development Initiative (REDI). The project will

be 100% grant funded if approved.

Budgeted Expense: Y/N Not Applicable

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

The County had approved the grant application to FAA at the August 21 BOCC meeting. The County also awarded Music Construction, Inc. the construction contract for the project at the August 21 meeting. Phase I of the rehabilitation project in the amount of \$767,793.63 was completed in June 2012 and was funded with FAA and FDOT grants. The County provided a match in the amount of \$20,000 through airport revenue. Runway 18/36 is the primary runway at the Airport and the rehabilitation is necessary to meet required aviation safety standards. Current safety issues with Runway 18/36 were a concern during the last three Airport inspections in September 2009, September 2010, and September 2011. The runway

•	currently does not drain properly and with a moderate rain ponding results on the runway.
	Attachments: Grant Agreement for FAA Project Number: 3-12-0064-012-2012



Federal Aviation **Administration**

Orlando Airports District Office 5950 Hazeltine National Dr., Suite 400 Orlando, FL 32822-5003

Phone: (407) 812-6331 Fax: (407) 812-6978

August 28, 2012

Ms. Patricia Patterson Chairman **Taylor County Commission** 201 East Green Street Perry, Florida 32347

Dear Ms. Patterson:

RE: Perry-Foley Airport: Perry, Florida AIP Number 3-12-0064-012-2012 **Grant Offer**

We are enclosing the original and one copy of a Grant Offer for AIP Project No. 3-12-0064-012-2012 for Perry-Foley Airport, in response to your Application for Federal Assistance dated August 21, 2012. Your acceptance of this Offer will constitute a Grant Agreement by which the government will participate in the allowable costs of the project amounting to \$879,880 (Federal share).

Once the authorized official has executed the Agreement and the official's signature has been notarized and sealed/stamped, the attorney for Taylor County must certify that the Sponsor's acceptance complies with local and state law and constitutes a legal and binding obligation on the part of the Sponsor. Please note that the Agreement is not legal unless the attorney signs it AFTER the Sponsor.

If the terms of this Offer are satisfactory, please execute the document as soon as possible, but not later than September 7, 2012. To assist us in administrative reporting requirements, you are requested to notify this office by emailing a PDF of signature page of the grant immediately upon executing the grant. Only the original executed grant needs to be returned to this office. The remaining copy is for your

Please note that this grant offer may be funded all or in part with funds from the Small Airport Fund.

Please allow approximately 30 days after returning final executed grant to this office before attempting any drawdowns from the letter-of-credit account. If a drawdown is necessary before this time, please contact the Orlando Airports District Office prior to initiating the draw.

Sincerely,

Juan C. Brown. **Acting Manager**

2 Enclosures

cc: w/enclosure (grant)

Mr. Roland Luster, FDOT/2



U. S. Department of Transportation Federal Aviation Administration

Date of Offer:

August 28, 2012

Project Number:

3-12-0064-012-2012

Recipient: Airport: Taylor County (Herein called Sponsor)

Perry-Foley Airport

OFFER

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay, as the United States' share, Ninety percent (90%) of the allowable costs incurred in accomplishing the project consisting of the following:

"Rehabilitate Runway 18/36 (Phase 3 Construction)"

as more particularly described in the Project Application dated August 21, 2012.

The maximum obligation of the United States payable under this Offer shall be \$879,880 for airport development.

This offer is made in accordance with and for the purpose of carrying out the applicable provisions of the Federal Aviation Act of 1958, as amended, codified at Title 49 of the United States Code. Acceptance and execution of this offer shall comprise a Grant Agreement, as provided by Title 49 of the United States Code, constituting the contractual obligations and rights of the United States and the Sponsor.

UNITED STATES OF AMERICA FEDERAL AVIATION ADMINISTRATION

Signature of Sponsor's Attorney

Acting Manager, Airports District Office

ACCEPTANCE

The Sponsor agrees to accomplish the project in compliance with the terms and conditions contained herein and in the document "Terms and Conditions of Accepting Airport Improvement Program Grants" dated April 13, 2012. The Sponsor specifically acknowledges that knowingly and willfully providing false information to the Federal Government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject the Sponsor's Designated Official Representative to fines, imprisonment or both if the U.S. Department of Justice determines the official acted outside the scope of his/her duties.

Executed this day of, 20 (Seal)	Name of Sponsor	
Attest	Signature of Sponsor's Designated Official Representative	
Title	Title	
CERTIFIC	CATE OF SPONSOR'S ATTORNEY	
l,	, acting as Attorney for the Sponsor do hereby certify:	
I have examined the foregoing Grant Agreement, and thereof by said Sponsor and Sponsor's official represent and proper and in accordance with the laws of the samended, codified at Title 49 of the United States Code	nto the foregoing Grant Agreement under the laws of the State of Florida. Further, the actions taken by said Sponsor relating thereto, and find that the acceptance tative has been duly authorized and that the execution thereof is in all respects due aid State and the applicable provisions of the Federal Aviation Act of 1958, as e. In addition, for grants involving projects to be carried out on property not owned ill prevent full performance by the Sponsor. Further, it is my opinion that the said ion of the Sponsor in accordance with the terms thereof.	

Date

- h. Safety problems
- i. Changes required.
- 3. Weekly payroll records and statements of compliance were (will be) submitted by the prime contractor and reviewed by the Sponsor for Federal labor and civil rights requirements (Advisory Circulars 150/5100-6 and 150/5100-15).
- 4. Complaints regarding the mandated Federal provisions set forth in the contract documents have been (will be) submitted to the FAA.
- 5. All tests specified in the plans and specifications were (will be) performed and the test results documented as well as made available to the FAA.
- For any test results outside of allowable tolerances, appropriate corrective actions were (will be) taken.
- 7. Payments to the contractor were (will be) made in compliance with contract provisions as follows:
 - Payments are verified by the Sponsor's internal audit of contract records kept by the resident engineer; and
 - b. If appropriate, pay reduction factors required by the specifications are applied in computing final payments; and a summary of pay reductions are made available to the FAA.
- 8. The project was (will be) accomplished without significant deviations, changes, or modifications from the approved plans and specifications, except where approval is obtained from the FAA.
- 9. A final project inspection was (will be) conducted with representatives of the Sponsor and the contractor, and project files contain (will contain) documentation of the final inspection.
- 10. Work in this grant agreement was (will be) physically completed, and corrective actions required as a result of the final inspection are completed to the satisfaction of the Sponsor.
- 11. If applicable, the as-built plans, an equipment inventory, and a revised airport layout plan have been (will be) submitted to the FAA.
- 12. Applicable close out financial reports have been (will be) submitted to the FAA.
- F. Sponsor Certification for Seismic Design and Construction. 49 CFR Part 41 sets forth the requirements in the design and construction of the building(s) to be financed with the assistance of the FAA. Compliance will be met by adhering to at least one of the following accepted standards:
 - 1. Model codes found to provide a level of seismic safety substantially equivalent to that provided by use of the 1988 National Earthquake Hazards Reduction Program (NEHRP) including:
 - a. The 1991 International Conference of Building Officials (IBCO) Uniform Building Code, published by the International Conference of Building Officials, 5360 South Workman Mill Road, Whittier, California 90601;
 - b. The 1992 Supplement to the Building Officials and Code Administration International (BOCA) National Building Code, published by the Building Officials and Code Administrators, 4051 West Flossmoor Road, Country Club Hills, Illinois 60478-5795; and
 - c. The 1992 Amendments to the Southern Building Code Congress (SBCC) Standard Building Code, published by the Southern Building Code Congress International, 900 Montclair Road, Birmingham, Alabama 35213-1206.
 - 2. Revisions to the model codes listed above that are substantially equivalent or exceed the then current or immediately preceding edition of the NEHRP recommended provisions, as it is updated, may be approved by the DOT Operating Administration to meet the requirements of 49 CFR Part 41.
 - 3. State, county, local, or other jurisdictional building ordinances adopting and enforcing the model codes, listed above, in their entirety, without significant revisions or changes in the direction of less seismic safety, meet the requirement of 49 CFR Part 41.
- G. **Sponsor Certification for Drug-Free Workplace**. General requirements on the drug-free workplace within Federal grant programs are described in Title 49, CFR, Part 29 and the Drug-Free Workplace Act of 1988. Sponsors are required to certify they will provide, or will continue to provide, a drug-free workplace in accordance with the regulation.
 - A statement has been (will be) published notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition.
 - 2. An ongoing drug-free awareness program has been (will be) established to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The Sponsor's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - 3. Each employee to be engaged in the performance of the work has been (will be) given a copy of the statement required within item 1 above.

- 4. Employees have been (will be) notified in the statement required by item 1 above that, as a condition of employment under this grant, the employee will:
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- 5. The FAA will be notified in writing within ten calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of the employee, to the FAA. Notices shall include the project number of each affected grant.
- 6. One of the following actions will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:
 - a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- 7. A good faith effort will be made to continue to maintain a drug-free workplace through implementation of items 1 through 6 above.

III. GENERAL CONDITIONS

- A. The allowable costs of the project shall not include any costs determined by the FAA to be ineligible for consideration under Title 49 U.S.C.
- B. Payment of the United States' share of the allowable project costs will be made pursuant to and in accordance with the provisions of such regulations and procedures as the Secretary shall prescribe. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs, and settlement will be made for any upward or downward adjustments to the Federal share of costs.
- C. The Sponsor shall carry out and complete the Project(s) without undue delays and in accordance with the terms hereof, and such regulations and procedures as the Secretary shall prescribe.
- D. The FAA reserves the right to unilaterally terminate this grant if the Sponsor does not make at least one draw down of funds under their Letter of Credit or submit at least one written Request for Reimbursement, as applicable, in each twelve month period after grant acceptance.
- E. The Sponsor agrees to monitor progress on the work to be accomplished by this grant. For engineering services, the Sponsor agrees to make payment only for work that has been satisfactorily completed and that ten percent (10%) of the total value of the engineering services contract will not be paid to the Engineer until acceptable final project documentation is provided.
- F. The Sponsor agrees to submit final grant closeout documents to the FAA within 60 days after physical completion of the project(s), but no greater than four (4) years from the date of the grant, unless otherwise agreed to by the FAA.
- G. The FAA reserves the right to amend or withdraw this grant offer at any time prior to its acceptance by the Sponsor.
- H. This grant offer will expire, and the United States shall not be obligated to pay any part of the costs of the project unless this grant offer has been accepted by the Sponsor on or before 30 days after this grant offer but no later than September 30 of the federal fiscal year this grant offer was made, or such subsequent date as may be prescribed in writing by the FAA.
- I. The Sponsor shall take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any manner in any project upon which Federal funds have been expended. For the purposes of this grant agreement, the term "Federal funds" means funds however used or disbursed by the Sponsor that were originally paid pursuant to this or any other Federal grant agreement. It shall obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. It shall return the recovered Federal share, including funds recovered by settlement, order or judgment, to the Secretary. It shall furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share shall be approved in advance by the Secretary.
- J. The United States shall not be responsible or liable for damage to property or injury to persons that may arise from, or be incident to, compliance with this grant agreement.
- K. If, during the life of the project, the FAA determines that this grant amount exceeds the expected needs of the Sponsor by \$5,000 or five percent (5%), whichever is greater, this grant amount can be unilaterally reduced by letter from FAA advising of the budget change. Conversely, with the exception of planning projects, if there is an overrun in the eligible project costs, FAA may increase this grant to cover the amount of the overrun not to exceed the statutory fifteen (15%) percent limitation for primary airports or either by not more than fifteen percent (15%) of the original grant amount or by an amount not to exceed twenty-five percent (25%) of the total increase in allowable project costs attributable to the acquisition of land or interests in land, whichever is greater, based on current credible appraisals or a court award in a condemnation proceeding for non-primary airports. FAA will advise the Sponsor by letter of the increase. Planning projects will not be increased above the planning portion of the maximum obligation of the

United States shown in this grant agreement. Upon issuance of either of the aforementioned letters, the maximum obligation of the United States is adjusted to the amount specified. In addition, the Sponsor's officially designated representative, is authorized to request FAA concurrence in revising the project description and grant amount within statutory limitations. A letter from the FAA concurring in the said requested revision to the project work description and grant amount shall constitute an amendment to this Grant Agreement.

- L. If requested by the Sponsor and authorized by the FAA, the letter of credit method of payment may be used. It is understood and agreed that the Sponsor agrees to request cash withdrawals on the letter of credit only when actually needed for its disbursements and to timely reporting of such disbursements as required. It is understood that failure to adhere to this provision may cause the letter of credit to be revoked.
- M. Unless otherwise approved by the FAA, it will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for airport development or noise compatibility for which funds are provided under this grant. The Sponsor will include in every contract a provision implementing this condition.

N. Central Contractor Registration and Universal Identifier Requirements

1. Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

2. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

- a. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
- b. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

3. Definitions

For purposes of this award term:

- a. Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at http://www.ccr.gov).
- b. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866–705–5711) or the Internet (currently at http://fedgov.dnb.com/webform).
- c. *Entity,* as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - 1) A Governmental organization, which is a State, local government, or Indian Tribe;
 - 2) A foreign public entity;
 - 3) A domestic or foreign nonprofit organization;
 - 4) A domestic or foreign for-profit organization; and
 - 5) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

d. Subaward:

- This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- 2) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. 210 of the attachment to OMB Circular A–133, "Audits of States, Local Governments, and Non-Profit Organizations").. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
- e. Subrecipient means an entity that:
 - 1. Receives a subaward from you under this award; and
 - 2. Is accountable to you for the use of the Federal funds provided by the subaward.
 - 3. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
- O. If this grant agreement includes pavement work that equals or exceeds \$250,000, the Sponsor will perform the following:

- 1. Furnish a construction management program to FAA prior to the start of construction which shall detail the measures and procedures to be used to comply with the quality control provisions of the construction contract, including, but not limited to, all quality control provisions and tests required by the Federal specifications. The program shall include as a minimum:
- a. The name of the person representing the Sponsor who has overall responsibility for contract administration for the project and the authority to take necessary actions to comply with the contract.
- b. Names of testing laboratories and consulting engineer firms with quality control responsibilities on the project, together with a description of the services to be provided.
- c. Procedures for determining that testing laboratories meet the requirements of the American Society of Testing Materials standards on laboratory evaluation, referenced in the contract specifications (D3666, C1077).
- d. Qualifications of engineering supervision and construction inspection personnel.
- e. A listing of all tests required by the contract specifications, including the type and frequency of tests to be taken, the method of sampling, the applicable test standard, and the acceptance criteria or tolerances permitted for each type of test.
- f. Procedures for ensuring that the tests are taken in accordance with the program, that they are documented daily, that the proper corrective actions, where necessary, are undertaken.
- Submit at completion of the project, a final test and quality control report documenting the results of all tests performed, highlighting those tests that failed or did not meet the applicable test standard. The report shall include the pay reductions applied and reasons for accepting any out-of-tolerance material. An interim test and quality control report shall be submitted, if requested by the FAA.
- 3. Failure to provide a complete report as described in paragraph 2, or failure to perform such tests, shall, absent any compelling justification, result in a reduction in Federal participation for costs incurred in connection with construction of the applicable pavement. Such reduction shall be at the discretion of the FAA and will be based on the type or types of required tests not performed or not documented and will be commensurate with the proportion of applicable pavement with respect to the total pavement constructed under this grant agreement.
- 4. The FAA, at its discretion, reserves the right to conduct independent tests and to reduce grant payments accordingly if such independent tests determine that Sponsor tests results are inaccurate.
- P. For a project to replace or reconstruct pavement at the airport, the Sponsor shall implement an effective airport pavement maintenance management program as is required by Airport Sponsor Assurance Number 11. The Sponsor shall use such program for the useful life of any pavement constructed, reconstructed, or repaired with Federal financial assistance at the airport. As a minimum, the program must conform with the following provisions:

Pavement Maintenance Management Program

An effective pavement maintenance management program is one that details the procedures to be followed to assure that proper pavement maintenance, both preventive and repair, is performed. An airport sponsor may use any form of inspection program it deems appropriate. The program must, as a minimum, include the following:

- 1. **Pavement Inventory.** The following must be depicted in an appropriate form and level of detail:
 - a. Location of all runways, taxiways, and aprons;
 - b. Dimensions;
 - c. Type of pavement, and;
 - d. Year of construction or most recent major rehabilitation.

For compliance with the Airport Improvement Program (AIP) assurances, pavements that have been constructed, reconstructed, or repaired with federal financial assistance shall be so depicted.

2. Inspection Schedule.

- a. Detailed Inspection. A detailed inspection must be performed at least once a year. If a history of recorded pavement deterioration is available; i.e., Pavement Condition Index (PCI) survey as set forth in Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements," the frequency of inspections may be extended to three years.
- b. Drive-By Inspection. A drive-by inspection must be performed a minimum of once per month to detect unexpected changes in the pavement condition
- 3. Record Keeping. Complete information on the findings of all detailed inspections and on the maintenance performed must be recorded and kept on file for a minimum of five years. The types of distress, their locations, and remedial action, scheduled or performed, must be documented. The minimum information to be recorded is listed below:
 - a. Inspection date;b. Location;
 - c. Distress types; and
 - d. Maintenance scheduled or performed.

For drive-by inspections, the date of inspection and any maintenance performed must be recorded.

- **4. Information Retrieval.** An airport Sponsor may use any form of record keeping it deems appropriate, so long as the information and records produced by the pavement survey can be retrieved to provide a report to the FAA as may be required.
- **5. Reference.** Refer to Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements," for specific guidelines and procedures for maintaining airport pavements and establishing an effective maintenance program. Specific types of distress, their probable causes, inspection guidelines, and recommended methods of repair are presented.
- Q. Takeover of Instrument Landing System and Associated Equipment in Project. If this grant includes an instrument landing system and associated equipment and the FAA has agreed to takeover the system and equipment, the Sponsor must check the facility prior to its commissioning to assure it meets the operational standards. The Sponsor must also remove, relocate, or lower each obstruction on the approach, or provide for the adequate lighting or marking of the obstruction if any aeronautical study conducted under FAR part 77 determines that to be acceptable, and mark and light the runway, as appropriate.
- R. Airport-Owned Visual or Electronic NAVAIDS In Project. If this grant includes a visual or electronic navigational aid, the Sponsor must provide for the continuous operation and maintenance of any navigational aid funded under the AIP during the useful life of the equipment and check the facility prior to its commissioning to assure it meets the operational standards. The Sponsor must also remove, relocate, or lower each obstruction on the approach or provide for the adequate lighting or marking of the obstruction if any aeronautical study conducted under FAR Part 77 determines that to be acceptable, and mark and light the runway, as appropriate. The FAA will not take over the ownership, operation, or maintenance of any sponsor-acquired equipment other than an AIP-funded instrument landing system and associated equipment where FAA agrees to take over the system and equipment.
- S. Non-AIP Work in Application. It is understood and agreed by and between the parties hereto that notwithstanding the fact that a Project Application may include therein the construction of work not included in this grant agreement project description, said work shall not be a part of this project and, if or to the extent accomplished by the Sponsor, such accomplishment shall be without any participation in the costs thereof by the United States under this project. It is further understood and agreed that, in the event the work which is excluded from the project is accomplished by the Sponsor, the Sponsor shall maintain as a portion of the cost records covering this project, separable cost records pertaining to the above-identified work excluded from Federal participation under this project, which records shall be made available for inspection and audit by the FAA to the end that the cost of the excluded work may be definitely determined.

It is further understood and agreed that the Sponsor will submit a Program Statement/cost estimate depicting the excluded costs or a cost estimate depicting only those costs eligible for Federal participation in this project.

- T. **Utility Relocation in Project**. It is understood and agreed by and between the parties hereto that the United States shall not participate in the cost of any utility relocation unless and until the Sponsor has submitted evidence satisfactory to the FAA that the Sponsor is legally responsible for payment of such costs. FAA participation will be limited to those utilities located on private right-of-way or utilities that exclusively serve the Airport.
- U. Revenue from Real Property Land in Project. The Sponsor agrees that all net revenues produced from real property purchased in part with Federal funds in this grant shall be used on the airport for airport planning, development or operating expenses, except that all income from real property purchased for noise compatibility purposes or for future aeronautical use be used only to fund projects which would be eligible for grants under the Act. Income from noise or future use property may not be used for the Sponsor's matching share of any airport grant. Airport fiscal and accounting records shall clearly identify actual sources and uses of these funds.
- V. Future Development Land. If this grant includes acquisition of land for future development, the Sponsor agrees to implement within five years of such grant the airport development that requires this land acquisition, unless the FAA agrees to a different duration. Furthermore, the Sponsor agrees not to dispose of the land by sale or lease without prior consent and approval of the FAA. In the event the land is not used within ten years for the purpose for which it was acquired, the Sponsor will refund the Federal share of acquisition cost or the current fair market value of the land, whichever is greater, unless the FAA agrees to a different duration.
- W. **Runway Protection Zones**. The Sponsor agrees to take the following actions to maintain and/or acquire a property interest, satisfactory to the FAA, in the Runway Protection Zones:
 - 1. Existing Fee Title Interest in the Runway Protection Zone: The Sponsor agrees to prevent the erection or creation of any structure or place of public assembly in the Runway Protection Zone, except for NAVAIDS that are fixed by their functional purposes or any other structure approved by the FAA. Any existing structures or uses within the Runway Protection Zone will be cleared or discontinued unless approved by the FAA.
 - 2. Existing Easement Interest in the Runway Protection Zone: The Sponsor agrees to take any and all steps necessary to ensure that the owner of the land within the designated Runway Protection Zone will not build any structure in the Runway Protection Zone that is a hazard to air navigation or which might create glare or misleading lights or lead to the construction of residences, fuel handling and storage facilities, smoke generating activities, or places of public assembly, such as churches, schools, office buildings, shopping centers, and stadiums.
 - 3. Future Interest in the Runway Protection Zone: The Sponsor agrees that it will acquire fee title or less-than-fee interest in the Runway Protection Zones that presently are not under its control under

an agreed schedule with the FAA. Said interest shall provide the protection noted in above Subparagraphs 1 and 2.

X. Noise Projects on Privately Owned Property. No payment shall be made under the terms of this grant

agreement for work accomplished on privately owned land until the Sponsor submits the agreement with the owner of the property required by Assurance 5d of the ASSURANCES Airport Sponsors, and such agreement is determined to be satisfactory. As a minimum, the agreement with the private owner must contain the following provisions:

- 1. The property owner shall subject the construction work on the project to such inspection and approval during the construction or installation of the noise compatibility measures and after completion of the measures as they may reasonably be requested by the Secretary or the Sponsor.
- The property owner shall assume the responsibility for maintenance and operation of the items installed, purchased, or constructed under this grant agreement. Neither the FAA nor the Sponsor bears any responsibility for the maintenance and operation of these items.
- 3. If Federal funds for the noise compatibility measures are transferred by the Sponsor to the owner of the private property, or the owner's agent, the property owner shall agree to maintain and make available to the Secretary or the Sponsor, upon reasonable request, records disclosing the amount of funds received and the disposition of those funds.
- 4. The property owner's right to sue the owner of the noise-impacting Airport for adverse noise impacts will be abrogated if the property owner deliberately or willfully acts to reduce or destroy the effectiveness of the noise compatibility measures during the useful life of such measures. This obligation shall remain in effect throughout the useful life of the noise compatibility measures, but not to exceed 20 years from the date of the Sponsor's acceptance of federal aid for the project.
- Y. **Update Approved Exhibit "A" For Land in Project**. It is understood and agreed by and between the parties hereto that notwithstanding the fact that this grant offer is made and accepted upon the basis of the current Exhibit "A" Property Map, the Sponsor hereby covenants and agrees that upon completion of an AIP funded land acquisition project, it will update said Exhibit "A" Property Map to standards satisfactory to the FAA and submit said documentation in final form to the FAA. It is further mutually agreed that the reasonable cost of developing said Exhibit "A" Property Map is an eligible administrative cost for participation within the scope of this project.
- Z. Friction Measuring Devices. If this grant includes acquisition of friction measuring devices, the Sponsor assures that it will properly calibrate, operate, and maintain the friction measuring equipment in accordance with the manufacturer's guidelines and instructions and Advisory Circular 150/5320-12. The friction measuring equipment and tow vehicle (if applicable) shall not be used for any other purpose other than for conducting friction measuring tests on airport pavement surfaces and directly related activities, such as training and calibration.
- AA. **Low Emission Systems**. If this grant includes low emission systems work, the Sponsor agrees to the following conditions under the Voluntary Airport Low Emission (VALE) program:
 - 1. Vehicles and equipment purchased with assistance from this grant shall be maintained and used for their useful life at the airport for which they were purchased. Moreover, any vehicles or equipment replaced under this program shall not be transferred to another airport or location within the same or any other nonattainment or maintenance area. No airport-owned vehicles or equipment may be transferred to, taken to, or used at another airport without the consent of the FAA in consultation with the United States Environmental Protection Agency and State air quality agency.
 - 2. All vehicles and equipment purchased with assistance from this grant shall be clearly labeled using the VALE program emblem designed by the FAA.
 - 3. The Sponsor shall maintain annual reporting records of all vehicles and equipment purchased with assistance from this grant. These public records shall contain detailed information involving individual vehicles and equipment, project expenditures, cost effectiveness, and emission reductions.

The Sponsor certifies that it shall replace any disabled or seriously damaged vehicle or equipment purchased with assistance from this grant, at any time during its useful life, with an equivalent vehicle or unit that produces an equal or lower level of emissions. The Sponsor assumes all financial responsibility for replacement costs. The Sponsor also certifies that it shall fulfill this replacement obligation, beyond the useful life of the affected vehicle or equipment, for the possible longer life of Airport Emission Reduction Credits that were granted to the Sponsor for this vehicle or equipment.

IV. ASSURANCES

The following FAA document titled ASSURANCES Airport Sponsors, dated April 2012, is incorporated as part of these Terms and Conditions:

Assurances

Airport Sponsors

April 2012

A. General.

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.

- 2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "Sponsor" includes both public agency sponsors and private sponsors.
- 3. Upon acceptance of this grant offer by the Sponsor, these assurances are incorporated in and become part of this grant agreement.

B. Duration and Applicability.

- 1. Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor. The terms, conditions and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.
- 2. Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor. The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.
- 3. **Airport Planning Undertaken by a Sponsor.** Unless otherwise specified in this grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 30, 32, 33, and 34 in section C apply to planning projects. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect during the life of the project.
- C. Sponsor Certification. The Sponsor hereby assures and certifies, with respect to this grant that:
 - General Federal Requirements. It will comply with all applicable Federal laws, regulations, executive
 orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of
 Federal funds for this project including but not limited to the following:

Federal Legislation

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act 40 U.S.C. 276(a), et seq.¹
- c. Federal Fair Labor Standards Act 29 U.S.C. 201, et seq.
- d. Hatch Act 5 U.S.C. 1501, et seq.2
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seg. 12
- f. National Historic Preservation Act of 1966 Section 106 16 U.S.C. 470(f).1
- g. Archeological and Historic Preservation Act of 1974 16 U.S.C. 469 through 469c.¹
- h. Native Americans Grave Repatriation Act 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 Section 102(a) 42 U.S.C. 4012a.¹
- 1. Title 49, U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 29 U.S.C. 794.
- n. Civil Rights Act of 1964 Title VI 42 U.S.C. 2000d through d-4.
- o. Age Discrimination Act of 1975 42 U.S.C. 6101, et seq.
- p. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- q. Architectural Barriers Act of 1968 -42 U.S.C. 4151, et seq.¹
- r. Power plant and Industrial Fuel Use Act of 1978 Section 403- 2 U.S.C. 8373.¹
- Contract Work Hours and Safety Standards Act 40 U.S.C. 327, et seq.¹
- t. Copeland Anti kickback Act 18 U.S.C. 874.1
- National Environmental Policy Act of 1969 42 U.S.C. 4321, et seq.¹
- v. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- w. Single Audit Act of 1984 31 U.S.C. 7501, et seq.²
- x. Drug-Free Workplace Act of 1988 41 U.S.C. 702 through 706.

Executive Orders

Executive Order 11246 - Equal Employment Opportunity¹

Executive Order 11990 - Protection of Wetlands

Executive Order 11998 - Flood Plain Management

Executive Order 12372 - Intergovernmental Review of Federal Programs

Executive Order 12699 - Seismic Safety of Federal and Federally Assisted New Building Construction¹

Executive Order 12898 - Environmental Justice

Federal Regulations

- a. 14 CFR Part 13 Investigative and Enforcement Procedures.
- b. 14 CFR Part 16 Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- c. 14 CFR Part 150 Airport noise compatibility planning.
- d. 29 CFR Part 1 Procedures for predetermination of wage rates.¹
- e. 29 CFR Part 3 Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.¹
- f. 29 CFR Part 5 Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).¹
- g. 41 CFR Part 60 Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).¹
- 49 CFR Part 18 Uniform administrative requirements for grants and cooperative agreements to state and local governments.³
- i. 49 CFR Part 20 New restrictions on lobbying.
- j. 49 CFR Part 21 Nondiscrimination in federally-assisted programs of the Department of Transportation effectuation of Title VI of the Civil Rights Act of 1964.
- k. 49 CFR Part 23 Participation by Disadvantage Business Enterprise in Airport Concessions.
- 49 CFR Part 24 Uniform relocation assistance and real property acquisition for Federal and federally assisted programs.¹²
- m. 49 CFR Part 26 Participation By Disadvantaged Business Enterprises in Department of Transportation Programs.
- n. 49 CFR Part 27 Nondiscrimination on the basis of handicap in programs and activities receiving or benefiting from Federal financial assistance.¹
- o. 49 CFR Part 29 Government wide debarment and suspension (nonprocurement) and government wide requirements for drug-free workplace (grants).
- 49 CFR Part 30 Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- q. 49 CFR Part 41 Seismic safety of Federal and federally assisted or regulated new building construction.¹

Office of Management and Budget Circulars

- a. A-87 Cost Principles Applicable to Grants and Contracts with State and Local Governments.
- b. A-133 Audits of States, Local Governments, and Non-Profit Organizations

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this grant agreement.

2. Responsibility and Authority of the Sponsor.

- a. Public Agency Sponsor: It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
- b. **Private Sponsor:** It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

^{1.} These laws do not apply to airport planning sponsors.

² These laws do not apply to private sponsors.

³ 49 CFR Part 18 and OMB Circular A-87 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.

3. **Sponsor Fund Availability.** It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.

4. Good Title.

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the Sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the Sponsor. This shall be done in a manner acceptable to the Secretary.
- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the Sponsor shall insert in the contract or document transferring or disposing of the Sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the Sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the Sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the Sponsor or an employee of the Sponsor, the Sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in this grant agreement and shall insure that such arrangement also requires compliance therewith.
- g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.
- 6. **Consistency with Local Plans.** The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.
- 7. **Consideration of Local Interest.** It has given fair consideration to the interest of communities in or near where the project may be located.
- 8. **Consultation with Users.** In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.
- 9. Public Hearings. In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

- 10. Air and Water Quality Standards. In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.
- 11. Pavement Preventive Maintenance. With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.
- 12. **Terminal Development Prerequisites.** For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

13. Accounting System, Audit, and Record Keeping Requirements.

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.
- 14. **Minimum Wage Rates.** It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.
- 15. **Veteran's Preference.** It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title 49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.
- 16. Conformity to Plans and Specifications. It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this grant agreement.
- 17. Construction Inspection and Approval. It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

18. Planning Projects. In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.

- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the Sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the Sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

19. Operation and Maintenance.

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the Sponsor will have in effect arrangements for-
 - 1) Operating the airport's aeronautical facilities whenever required;
 - 2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
 - 3) Promptly notifying airmen of any condition affecting aeronautical use of the airport.

Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the Sponsor.

- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.
- 20. Hazard Removal and Mitigation. It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.
- 21. Compatible Land Use. It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

22. Economic Nondiscrimination.

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the Sponsor will insert and enforce provisions requiring the contractor to-
 - furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
 - 2) charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
- d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
- e. Each air carrier using such airport (whether as a tenant, non tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such

as tenants or non tenants and signatory carriers and non signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.

- f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.
- g. In the event the Sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the Sponsor under these provisions.
- h. The Sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
- i. The Sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.
- 23. **Exclusive Rights.** It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:
 - It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
 - b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.
- 24. Fee and Rental Structure. It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
 - 1. If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.
 - 2. If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
 - Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at Section 47102 of title 49 United States Code), if the FAA determines the airport sponsor meets the requirements set forth in Sec. 813 of Public Law 112-95.
- b. As part of the annual audit required under the Single Audit Act of 1984, the Sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of

- airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator
- c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

26. Reports and Inspections. It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and
- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
 - 1) all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
 - 2) all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.
- 27. Use by Government Aircraft. It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the Sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that
 - a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
 - b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.
- 28. Land for Federal Facilities. It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the Sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

- a. It will keep up to date at all times an airport layout plan of the airport showing (1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the Sponsor for airport purposes and proposed additions thereto; (2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities; (3) the location of all existing and proposed non-aviation areas and of all existing improvements thereon; and (4) all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The Sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.
- b. If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities, except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.
- 30. Civil Rights. It will comply with such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any

activity conducted with or benefiting from funds received from this grant. This assurance obligates the Sponsor for the period during which Federal financial assistance is extended to the program, except where Federal financial assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon in which case the assurance obligates the Sponsor or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits, or (b) the period during which the Sponsor retains ownership or possession of the property.

31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order, (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund. If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue. .
- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, upon application to the Secretary, be reinvested or transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order: (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund.
- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
- d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.
- 32. **Engineering and Design Services.** It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement **prescribed** for or by the Sponsor of the airport.
- 33. Foreign Market Restrictions. It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.
- 34. **Policies, Standards, and Specifications.** It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including but not limited to the advisory circulars listed in the "Current FAA Advisory Circulars Required for Use in AIP Funded and PFC Approved Projects", dated (the latest approved version as of this grant offer) and included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.
- 35. Relocation and Real Property Acquisition. (1) It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B. (2) It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24. (3) It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

- 36. Access By Intercity Buses. The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.
- 37. **Disadvantaged Business Enterprises**. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non discrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26, and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801).
- 38. **Hangar Construction**. If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

39. Competitive Access.

- a. If the airport owner or operator of a medium or large hub airport (as defined in section 47102 of title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that-
 - 1. Describes the requests;
 - 2. Provides an explanation as to why the requests could not be accommodated; and
 - 3. Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.



TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



THE BOARD TO REVIEW APPLICATIONS AND CONSIDER APPOINTMENT TO FILL THE ADVERTISED VACANCY FOR 1 MEMBER OF THE TAYLOR COUNTY RECREATION ADVISORY BOARD (TCRAB). BOARD TO APPOINT THE SELECTED MEMBER TO SERVE OUT THE REMAINING TERM OF THE VACANT SEAT DUE TO EXPIRE MARCH 4, 2013 AND 3 YEAR TERM EFFECTIVE MARCH 4, 2013.

MEETING DATE REQUESTED: SEPTEMBER 4, 2012

Statement of Issue:

THE BOARD TO APPOINT 1 PERSON FROM THE

APPLICATIONS TO THE TCRAB

Recommended Action: APPOINT/DISCUSS

Fiscal Impact:

N/A

Budgeted Expense:

N/A

Submitted By:

JACK BROWN

Contact:

850-838-3500x7

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: APPLICATIONS HAVE BEEN RECEIVED FROM RODERICK WILLIAMS, ORLANDO SMITH, AND SCOTT MADDOX. THE CURRENT VACANT SEAT TERM IS DUE TO EXPIRE ON MARCH 4, 2013.

Options:

APPOINT/NOT APPOINT

Attachments:

APPLICATIONS



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 JACK R. BROWN, 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 167 Perry, Florida 32348 (850) 584-6113 Phone (850) 584-2433 Fax

Request for Consideration Questionnaire for the Taylor County Recreation Advisory Board (TCRAE
Name: Roderick H. Williams
Address: 1019 West Malloy HVENUE
Perry FC 32347
Phone: Home: 850 223/002 Work: 850 8438968 Fax:
Email: <u>Sickeanie@hotmailicom</u>
Please answer the following questions (use additional pages if necessary)
1. Are you 18 years old or older? No
2. Are you a resident of Taylor County? Yes No
3. Are you a registered voter in Taylor County? Yes No
4. Are you willing to spend up to eight (8) hours per month for meetings and workshops? Yes No
month for meetings and workshops? No No No
(emergencies excluded)? (emergencies excluded)? No
Education:
Are you a High School Graduate? (Yes) No
Name of School: Taylor County High School
Address: fest 66 32348
Post-Secondary Education
Name of School: Florida ASM University
Address: Tallohassee, FC

Technical Training:
Name of School: TTI / Electronics
Address: Leve, Fl
Certificates or Licenses Held:
Please List: Substitute / Instructional-Non Instructional
Taylor Co. District Schools Ren FC
College Courses or Graduate:
Name of School: Florda A+M University
Address: Jallahassee, FC
6. Do you or any family member have any affiliation with any business or company that has a vendor relationship with the Taylor County BCC or any other contractual relationship with the Taylor County Board of County Commissioners?
Yes
If Yes, please explain:
7. Please list Board/Business/Voluntger/Work Experience: Taylor Go. Taylor Co. Taylor Co. Taylor Co. Joeg Member NAACT-15 V.C. Joeg Member NAACT-15 V.
8. Why do you wish to serve on the Taylor County Recreation Advisory Board?
To better serve the county recreation sports to produce Model atheletes in spotsmanship, attretter's and the approfunty to learn and factorinate in various sporting events.

<u>-</u>	in details April Taylor CO. Fl. Ajindicato Withele SS Check Taylor Co. Fl. A. M. Caha W. Hap
the Taylor County S	Recreation Advisory Board will have representatives of all sports played at sports Complex. Please indicate which sport you would like to represent choices in ranking order; first choice, second choice, and third choice and in each sport. Soccer:
Rank/Choice:	Football:
Rank/Choice: 2	Baseball:
Rank/Choice:	Softball:
Rank/Choice:/	Basketball:
Rank/Choice:	Tennis:
Rank/Choice:	Users of the Trail:
	neeting one or two times each month and participates in self-education you foresee a problem in attending these events?
None	

12. Further comments:
ON BEHALF OF THE TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS, WE THANK YOU FOR TAKING THE TIME TO COMPLETE THIS REQUEST FOR CONSIDERATION QUESTIONNAIRE AND FOR OFFERING TO VOLUNTEER YOUR TIME WHICH WOULD SERVE AS AN INVESTMENT INTO THE FUTURE OF RECREATION IN OUR COMMUNITY.
Applicant Signature:
Print Name: Roderick H. Williams
Date: 8-28-2012

PLEASE RETURN COMPLETED QUESTIONNAIRES TO THE COUNTY ADMINISTRATOR'S OFFICE AT 201 E. GREEN STREET NO LATER THAN 1:00 PM ON AUGUST 28, 2012.

QUESTIONNAIRES MAY ALSO BE FAXED TO 850-838-3501 OR EMAILED TO: admin.assist@taylorcountygov.com



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 JACK R. BROWN, 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 167 Perry, Florida 32348 (850) 584-6113 Phone (850) 584-2433 Fax

Request for Consideration Questionnaire for the Taylor County Recreation Advisory Board (TCRAB)

Name: Orlando Smith			
Address: 614 East Leon St.			
Perry, Florida 32347			
Phone: Home: 850-843-6030 Work: 850-83	38-4000	Fax:	
Email: areyou4christ@yahoo.com			
Please answer the following questions (use additional page	ges if necessar	(Y)	
1. Are you 18 years old or older?	• Yes	ONo	
2. Are you a resident of Taylor County?	Yes	ONo	
3. Are you a registered voter in Taylor County?	Yes	ONo	
4. Are you willing to spend up to eight (8) hours per			
month for meetings and workshops?	Yes	ONo	
5. Are you willing to attend all Board Meetings			
(emergencies excluded)?	⊙ Yes	ONo	
Education:			
Are you a High School Graduate? • Yes O No	•		
Name of School: High School of Art &	Design		
Address: 1075 2nd Avenue, New Y	ork, NY	10022	
Post-Secondary Education:			
Name of School:		_	_
Address:	_		

	al Training:
	Name of School: N/A
	Address:
Certifica	ites or Licenses Held:
	Please List: Certified Sergeant Correction Officer by the State of Florida.
College	Courses or Graduate:
	Name of School: N/A
	Address:
,	Do you or any family member have any affiliation with any business or company that has a vendor relationship with the Taylor County BCC or any other contractual relationship with the Taylor County Board of County Commissioners?
	OYes
	Please list Board/Business/Volunteer/Work Experience: y serve on the board at The Way of Serenity, Inc. A faith based sober living facility.
l was	a member of the school advisory council for TCES for several years.
Volu	nteer youth worker.
8. '	Why do you wish to serve on the Taylor County Recreation Advisory Board?
I really	love sports. I have been involved in sports for most of my life and would be
happy	y to be involved as a member of the TCRAB. It would be an Honor.

No	
	
the Taylor County Sp	ecreation Advisory Board will have representatives of all sports played at ports Complex. Please indicate which sport you would like to represent hoices in ranking order; first choice, second choice, and third choice and in each sport. Soccer:
<u> </u>	
Rank/Choice: TWO	Football: I have played football growing up. Played mens flag football.
Rank/Choice: four	I have played baseball growing up and iam a diehard New York Yankees Fan. Baseball:
Rank/Choice: three	softball: I play in church softball and tourniments.
Rank/Choice: ONE	Basketball: Growing up in NYC i have played basketball all my life.
Rank/Choice:	Tennis:
Rank/Choice:_five	Users of the Trail: I enjoy bike riding,jogging,walking,hiking,etc.
	neeting one or two times each month and participates in self-education you foresee a problem in attending these events?
No	

12. Further comments:

It would be an honor to be a member of the TCRAB.		
Thanks in advance for your kind consideration.		

ON BEHALF OF THE TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS, WE THANK YOU FOR TAKING THE TIME TO COMPLETE THIS REQUEST FOR CONSIDERATION QUESTIONNAIRE AND FOR OFFERING TO VOLUNTEER YOUR TIME WHICH WOULD SERVE AS AN INVESTMENT INTO THE FUTURE OF RECREATION IN OUR COMMUNITY.

Applicant Signature: Ulan lo Smith

Print Name: Orlando Smith

Date: 8/17/12

PLEASE RETURN COMPLETED QUESTIONNAIRES TO THE COUNTY ADMINISTRATOR'S OFFICE AT 201 E. GREEN STREET NO LATER THAN 1:00 PM ON AUGUST 28, 2012.

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MARK WISGINS
DISCICT 2

FONNIE HOUCK

PARA SEAGLE

PATRICIA PATTERSON Dietrict 3



TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk Post Office Box 820 Perry, Florks: 32348 (850) 828-3508 Phone (850) 828-3518 Fex JACK R. BROWN, County Administrator 201 East Green Street Perry, Florida 22347 (830) \$28-2500, extension 7 Phone (850) 828-3501 Fax CONRAD C, BISHOP, JR., County Attornoy Post Office Box 167 Parry, Florida 32248 (850) 554-8112 Phone (850) 564-2432 Frx

Request for Consideration Questionnaire for the Taylor County Recreation Advisory Board (TCRAB)

Address: P.O. Sox 57) PERK	U FL.	<u> 52348</u>
Phone: Home: 295-1250 Work: 584	1-2279	Fax: 584-2223
Phone: Home: 295-1250 Work: 584 Email: DUFFWC2001@ 4AH00.	com:	
Please answer the following questions (use additional page 2)		
1. Are you 18 years old or older?	(Ves	ONo
2. Are you a resident of Taylor County?	⊘ Yes	ONo
3. Are you a registered voter in Taylor County?	O Yes	ON□
4. Are you willing to spend up to eight (8) hours pe	r /	
month for meetings and workshops?	O Yes	ONo
5. Are you willing to attend all Board Meetings		•
(emergencies excluded)?	Oves	○ No
Education:		
Are you a High School Graduate? Yes ON	io	
Name of School: TAGLOR COUNTA	MIGH	ScHoo2
Name of School: TAGLOR COUNTA Address: 900 JOHNSONSTR	IPLING	RO.
Post-Secondary Education:		
Name of School:		
Address:		7.5 May 1.5 Ma

Technical Training:
Name of School: TAGLOR TERMINICAL INSTITUTE
Name of School: TAYLOR TERMINICAL INSTITUTE Address: 3233 HWY. 195.
Certificates or Licenses Held:
Please List: CERTIFICATE OF COMPLETION FROM
Please List: CERTIFICATE OF COMPLETION FROM ELECTRONIC AND INSTRUMENTATION COURSE (1992)
College Courses or Graduate:
Name of School:
Address:
5. Do you or any family member have any affiliation with any business or company that has a vendor relationship with the Taylor County BCC or any other contractual relationship with the Taylor County Board of County Commissioners?
O Yes O No If Yes, please explain:
7. Please list Board/Business/Volunteer/Work Experience: VOLUNTEER COACH, ASSISTANT COACH FOR REC. FOOTBALL FOR 12 GRS., DAGRS. EXPERIENCE AS AN HVAC SERVICES TECHNICIAN, 848. TO CURRENTAL BUCKEYE
8. Why do you wish to serve on the Taylor County Recreation Advisory Board? WITH MY EKPERTENCE IN SPORTS, AND YCARS
OF VOLUNTEER COACHING MAMPE MY INPUT
COULD HELP WITH THE DECISION MAKENER OF
SPORTS ISSUES ON THE REC. LEVEL.

DUI (1995	
the Taylor County :	
Rank/Choice: /	Football: PLAYED REC. JUNIOR HIGH
AND HIGH SCL	WELL DIE ALSO HAVE VOLUNTEER COA
FOOTBALL AS Rank/Choice:	WELL PLANED REC. BASEBALL, HIGH
ScHool BASE	,
Rank/Choice: 3	
	BAPAIST CHURCH
Rank/Choice: 4	Basketball: NEVER PLAGED LEAGUE OR
SCHOOL BASK	CETBALL, BUT HAVE PLAYED BEFORE
Rank/Choice: 5	Tennis: PLAYED DUCE OR TWICE
Rank/Choice:6	Users of the Trail: NONE
and orientation. Do	neeting one or two times each month and participates in self-education you foresee a problem in attending these events? $TSOFNER$

I'VE HAD AN OPPERTUNITY TO PLAY AND COACH
SPORTS ALL MY LIFE, HAD A CHANCE TO BE
COACHED BY SOME GREAT COACHES THAT HAD A
POSITIVE IMPRESSION ON ME AND WHEN I STARTED
TO COACH I WANTED TO INSTILL THAT IN MY
PLAYERS AS WELL, BUT I WANT TO BE ON THIS COMMITTEE TO HELD INSURE A GREAT FUTURE FOR TAYLOR
COMMITTEE TO HELD IN SURE A GREAT FUTURE FOR TAYLOR ATHLETICS WITH FAIRNESS AND A SENSE OF PRIDE
ON BEHALF OF THE TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS, WE THANK YOU FOR TAKING THE TIME TO COMPLETE THIS REQUEST FOR CONSIDERATION QUESTIONNAIRE AND FOR OFFERING TO VOLUNTEER YOUR TIME WHICH WOULD SERVE AS AN INVESTMENT INTO THE FUTURE
OF RECREATION IN OUR COMMUNITY.

Applicant Signature: Sco & MADO
Print Name: Scot MADDOX
Date: 8 / 2 1 / 12

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TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

COUNTY ADMINISTRATOR TO DISCUSS CAPITAL IMPROVEMENTS WITH THE BOARD.



MEETING DATE REQUESTED: SEPTEMBER 4, 2012

Statement of Issue: THE COUNTY ADMINISTRATOR WAS ASKED BY THE

BOARD AT THE 8/28/12 WORKSHOP TO GIVE AN UPDATE

ON PROPOSED CAPITAL IMPROVEMENTS

Recommended Action: DISCUSSION

Fiscal Impact: NONE AT THIS TIME

Budgeted Expense: YES

Submitted By: JACK BROWN, COUNTY ADMINISTRATOR

Contact: 850-838-3500x6

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: PLAN HAS BEEN DISCUSSED AT FY 2013 BUDGET HEARINGS AND THE 8/28/12 WORKSHOP.

Options:

Attachments: