CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA ● NOVEMBER 8, 2022

City Commission ChamberReg. CC Meeting/Installation of Elected Officials	6:00 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448

City Commission Chamber
City Hall
1065 Ridgewood Avenue
Holly Hill, FL 32117

CITY COMMISSION MEMBERS

Mayor
Chris Via

District 1 - Commissioner
John Penny

District 3 - Commissioner
John C. Danio

District 2 - Commissioner
Penny Currie

District 4 - Commissioner
Roy Johnson

CITY MANAGER
Joseph Forte

CITY CLERK
Valerie Manning

1. CALL TO ORDER

a. Roll Call
b. Invocation by City Commissioner John Danio
c. Pledge of Allegiance

2. INSTALLATION & OATH OF OFFICE OF INCUMBENTS - PENNY CURRIE & ROY JOHNSON

3. REORGANIZATION OF CITY COMMISSION

A. Selection of Vice-Mayor
B. Appointment to Board - Transportation Planning Organization (TPO)

4. PUBLIC COMMENTS

5. APPROVAL OF MINUTES

1. Minutes - October 25, 2022, Regular City Commission Meeting

   (Requested by Valerie Manning, City Clerk)

6. CONSENT AGENDA - ITEMS (1 - 2)

The action proposed is stated for each item on the Consent Agenda. Unless a City Commissioner removes an item from the Consent Agenda, no discussion on individual items will occur and a single motion will approve all items. Is there anyone in the audience who wishes to speak on any item on the Consent Agenda?

1. Resolution –2022-R-86 A Resolution of the City Commission of the City of Holly Hill, Florida, Establishing a "Not to Exceed" Price of $1,400,000 with Phillips & Jordan, Inc., for the Provision of Debris Hauling Services Following Hurricane Ian, Establishing a "Not to Exceed" Price of $500,000 with Tetra-Tech, Inc., for the Provision of Debris Monitoring Services Following Hurricane Ian, and Authorizing the City Manager to Execute the Same; Providing for Severability; and Providing for an Effective Date.

   (Requested by Antoine Khoury, Public Works)

2. Resolution –2022-R-87 A Resolution of the City of Holly Hill, Florida, Authorizing a Piggyback Contract for the Purchase of Three (3) Police Vehicles, Using Charlotte County Vehicle Purchasing Contract #2021000541; Providing for Severability; and Providing for an Effective Date.

   (Requested by Susan Lincoln, Finance)

7. REGULAR AGENDA

1. Resolution –2022-R-88 A Resolution of the City of Holly Hill, Florida, Amending the Fiscal Year 2022-2023 Annual Operating Budget, Appropriating Open Encumbrances and Project Carry Over Funds from the Fiscal Year 2021-2022 to the Fiscal Year 2022-2023 Budget; Setting Forth Revenues and Expenditures; Providing for Severability; and Providing for an Effective Date.

(Requested by Susan Lincoln, Finance)

8. PUBLIC HEARINGS - NONE

Please silence any cell phone, pager or noise making device as not to interrupt the meeting. Staff will introduce each item for consideration, with comments and recommendations. The applicant or appellant and supporters will be heard first. Those in opposition to the request will be heard next. Comments should be restricted to pertinent information regarding the agenda item under discussion. Out of courtesy to others, we ask that speakers keep their comments brief and try to limit these comments to information not previously discussed. Speakers should state their name and address clearly for the record. The City Clerk's office is required to retain any documents, photographs, drawings, etc. that are shown to the City Commissioners in support of a position. The City Commission may ask questions of speakers or of staff members. The Mayor will then ask the City Commission to make a recommendation or motion. Once a motion has been made and seconded, discussion will be closed to the floor. Following City Commission discussion, a vote will be taken. During voting, Commissioners who do not cast objecting votes are considered to have voted in support of the motion.

9. COMMUNICATIONS

A. City Manager Comments
B. City Attorney Comments
C. City Commission Comments
D. Mayor's Comments

10. ADJOURNMENT

Website Address – www.hollyhillfl.org (City Clerk)

NOTICE – If any person decides to appeal any decision of the City Commission at this meeting, he/she will need a record of the proceedings and, for that purpose, he/she 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. The City does not prepare or provide such a record.

For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. (386) 248-9441

Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.

In accordance with the Americans with Disabilities Act (ADA), persons needing a special accommodation to participate in the Commission proceedings should contact the City Clerk's Office no later than three (3) days prior to the proceedings.

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **November 8, 2022**
FROM: **Valerie Manning**
SUBJECT: **Minutes - October 25, 2022, Regular City Commission Meeting**
NUMBER: **(ID # 3938)**
APPLICANT:
PLANNER:

DISCUSSION:

Minutes from the October 25, 2022 regular City Commission meeting.

MOTION:

Approve the minutes as submitted by staff.

- APPROVED - Minutes - October 25, 2022 - Regular City Commission meeting (PDF)

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES ● OCTOBER 25, 2022

City Commission Chamber	Regular City Commission Meeting	6:00 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448

1. CALL TO ORDER

a. Roll Call

Attendee Name	Title	Status	Arrived
Chris Via	Mayor	Present	
John Penny	District 1 - Commissioner	Present	
Penny Currie	District 2 - Commissioner	Present	
John C. Danio	District 3 - Commissioner	Present	
Roy Johnson	District 4 - Commissioner	Present	

b. Invocation by City Commissioner Penny Currie
Commissioner Currie led the invocation.

c. Pledge of Allegiance
Mayor Via led the Pledge of Allegiance to the Flag.

2. PRESENTATION

Rick Hamilton, the Director of City Events for Pictona spoke briefly and gave an update on the special events that will be taking place at Pictona 2.

3. PUBLIC COMMENTS

The following individuals spoke to the Mayor and Commissioners:

Jim Legary, Holly Hill.

4. APPROVAL OF MINUTES

1.

Minutes - September 27, 2022 Workshop, September 27, 2022 Regular City Commission-Budget Meeting, October 4, 2022 Special Meeting (Hurricane Ian), and October 11, 2022 Regular City Commission Meeting

(Requested by Valerie Manning, City Clerk)
Mayor Via opened public participation. No one spoke.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	John C. Danio, District 3 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Via, Penny, Currie, Danio, Johnson

Enacted and approved this 25th day of October, 2022, in Holly Hill

5. CONSENT AGENDA - ITEMS (1 - 4)

Mayor Via asked if any member of the audience wished to speak to any item on the Consent Agenda.

Jim Legary, Holly Hill spoke on Consent Agenda Item #3.

No City Commissioner pulled any item for further discussion.

1. 2022-R-85 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Approving Price Agreements for the Purchase of the Fiscal Year 2022-2023 Supply of Water and Wastewater Treatment Chemicals for the Public Works Department and Authorize the City Manager to Execute Any Necessary Price Agreements; Providing for Severability; and Providing for an Effective Date.

(Requested by Antoine Khoury, Public Works)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Roy Johnson, District 4 - Commissioner
SECONDER:	John Penny, District 1 - Commissioner
AYES:	Via, Penny, Currie, Danio, Johnson

RESOLUTION
2022-R-85
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING PRICE AGREEMENTS FOR THE PURCHASE OF THE FISCAL YEAR 2022-2023 SUPPLY OF WATER AND WASTEWATER TREATMENT CHEMICALS FOR THE PUBLIC WORKS DEPARTMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE ANY NECESSARY PRICE AGREEMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, APPROVING PRICE AGREEMENTS FOR THE PURCHASE OF THE FISCAL YEAR 2022-2023 SUPPLY OF WATER AND WASTEWATER TREATMENT CHEMICALS FOR THE PUBLIC WORKS DEPARTMENT AND AUTHORIZE THE

CITY MANAGER TO EXECUTE ANY NECESSARY PRICE AGREEMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill is in need of chemicals for water and wastewater treatment; and

WHEREAS, the City has secured pricing agreements utilizing various procurement methods permitted under the City's purchasing guidelines; and

WHEREAS, Chapter 287, Florida Statutes, grants the authority to piggyback the purchase of goods and services as a form of intergovernmental cooperative purchasing in which a public purchaser requests competitive sealed bids, enters into a contract, and arranges, as part of the contract, for other public purchasing units to purchase from the selected vendor under the same terms and conditions as itself in order to take advantage of the better pricing that large purchasers are able to obtain in order to reduce administrative time and costs involved in the procurement process (i.e., cost of preparing bid specifications, advertising, etc.); and

WHEREAS, By Policy 2.24 section F of the Holly Hill purchasing policy manual; "Standardization procurement is exempt from bidding procedures"; and

WHEREAS, the City Commission approves the price agreements for the purchase of Fiscal Year 2022-2023 supply of water and wastewater treatment chemicals for the Public Works Department.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. That the City Commission does hereby approve price agreements for the purchase of the Fiscal Year 2022-23 supply of water and wastewater treatment chemicals for the Public Works Department and authorizes City Manager to execute any necessary price agreements.

SECTION 2. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 25th day of OCTOBER, 2022.

Enacted and approved this 25th day of October, 2022, in Holly Hill

2.

Empire Computing and Consulting, Inc. - Quote

(Requested by Valerie Manning, City Clerk)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Roy Johnson, District 4 - Commissioner
SECONDER:	John Penny, District 1 - Commissioner
AYES:	Via, Penny, Currie, Danio, Johnson

Enacted and approved this 25th day of October, 2022, in Holly Hill

3.

Interlocal Agreement Assigning Use of City of Holly Hill Opioid Settlement Funds to Volusia County

(Requested by Valerie Manning, City Clerk)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Roy Johnson, District 4 - Commissioner
SECONDER:	John Penny, District 1 - Commissioner
AYES:	Via, Penny, Currie, Danio, Johnson

Enacted and approved this 25th day of October, 2022, in Holly Hill

4.

Disposal of Fixed Assets

(Requested by Susan Lincoln, Finance)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Roy Johnson, District 4 - Commissioner
SECONDER:	John Penny, District 1 - Commissioner
AYES:	Via, Penny, Currie, Danio, Johnson

Enacted and approved this 25th day of October, 2022, in Holly Hill

6. REGULAR AGENDA - NONE

7. PUBLIC HEARINGS

1.

Request for Accommodation - Request for Accommodation to Build a Deck with Handicapped Ramp to Extend 5 Feet into the Front Yard Setback at 328 Clifton Avenue

(Requested by Brian Walker, Board of Planning and Appeals)
Mayor Via opened public participation.

Heidi Heller, Holly Hill.

Mayor Via closed public participation.

Commissioner Penny made a motion to ***GRANT THE REASONABLE ACCOMMODATION FOR 328 CLIFTON AVENUE, HOWEVER, THAT IT TERMINATE UPON TRANSFER OF TITLE UNLESS THE SUBSEQUENT BUYER CAN SHOW QUALIFICATION UNDER THE ADA FOR A REASONABLE ACCOMMODATION AND ALLOW IT TO BE APPROVED BY STAFF***, seconded by Commissioner Currie.

PASSED, 5-0.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	John Penny, District 1 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Via, Penny, Currie, Danio, Johnson

Enacted and approved this 25th day of October, 2022, in Holly Hill

8. COMMUNICATIONS

A. City Manager & Staff Comments
Brian Walker, City Planner *(filling in for Mr. Forte tonight; share with the Mayor and City Commissioners to discuss the following items so that staff can have direction).*

1. The city will not be having Miss Florida or Miss Florida Teen serve as the Grand Marshal this year in the annual Christmas Parade. There have been too many conflicts the last few years and getting them here has become very difficult. Therefore, the City Commission should give careful consideration in selecting a Grand Marshall. We will need a person selected very soon so we can add the name to the promotional materials.

   There was <u>CONSENSUS</u> to have the 2022 Employee of the Year, Citizen of the Year and Business of the Year be this year's Grand Marshal. Moving forward, there was <u>CONSENSUS</u> to have the annually Employee of the Year, Citizen of the Year and Business of the Year be the Grand Marshal for the Christmas Parades.

2. The viewing stand will not be able to be positioned on the west side of Ridgewood Avenue due to the landscaping that should be installed before the parade date. Last year we briefly discussed not having a reviewing stand. Another option is placing the reviewing stand on the east side of Ridgewood Avenue in front of City Hall and

positioning the speakers so the guests sitting on the west side can hear everything. This will also be a challenge. Another option is delaying the landscaping another 5 weeks however, I am not sure if the company has all of the materials and is ready to go. It is the same company that installed at Pictona 2 and that project is just about done.

There was <u>CONSENSUS</u> to try and see if the viewing stand could go in front of the Holly Hill Chamber building; get measurements from staff and see if it can go there; there's a lot of space between the door and the road and if it won't fit, possibly tape off an area of the Holly Hill Chamber and put chairs there or bring our own and put the speakers and podium to announce the parade participants.

3. The car dealership that we use will not have an inventory to supply the city with convertibles for your use in the parade this year. Would you like:

a) Everyone to ride on a trailer pulled by a public works vehicle?
b) Find your own vehicle to ride in whether it be a convertible or any other vehicle.
c) I can contact the RIV to see if we can use their golf carts. I think we did that some years ago. - ***<u>CONSENSUS</u> - NOT IN FAVOR OF GOLF CARTS***

There was <u>CONSENSUS</u> to try and get trucks from Randy Dye, owner of Dodge Chrysler, a former race car driver; Mayor Via mentioned he's going to get a truck from Randy; whatever vehicles they decide on, they should be consistent with everyone else's choice; the Mayor will call Randy tomorrow (October 26); Mayor Via will speak with Mr. Forte and let him know as to whether or not they can get the trucks; staff could possibly pick up the trucks too to help.

B. City Attorney Comments
None.

C. City Commission Comments
Commissioner Johnson informed the Mayor and Commissioners that the Volusia Sports Center should be up and running by the end of the year.

Commissioners Penny and Currie both commented on the Humana Pictona Open Tournament that took place last week into the weekend; both of them volunteered and had a great time; great venue, great event; overwhelming compliments that they were getting were great; a phenomenal event; excited about the city's special events for Pictona; Holly Hill Chamber of Commerce After Hours at the Blue Water Boats coming up; enjoyed the Student Government Day last Thursday at the Holly Hill K-8 School with the 4th graders.

D. Mayor's Comments
Mayor Via read off the upcoming Police events taking place and these can be viewed on our city's Facebook page and city's website calendar:

October 29 - DEA Drug Take Back Day
November 1 - National Night Out
November 2 - SADY (Women's Self Defense Class)
November 3 - Neighborhood Watch Meeting with Thanksgiving Dinner

November 4 - Movie with a COP (Minions - Rise of Gru)

9. ADJOURNMENT

The meeting adjourned at approximately 7:00 PM.

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **November 8, 2022**
FROM: **Antoine Khoury**
SUBJECT: **A Resolution of the City Commission of the City of Holly Hill, Florida, Establishing a "Not to Exceed" Price of $1,400,000 with Phillips & Jordan, Inc., for the Provision of Debris Hauling Services Following Hurricane Ian, Establishing a "Not to Exceed" Price of $500,000 with Tetra-Tech, Inc., for the Provision of Debris Monitoring Services Following Hurricane Ian, and Authorizing the City Manager to Execute the Same; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2022-R-86**
APPLICANT:
PLANNER:

Discussion:

The City of Holly Hill has an agreement with Phillips and Jordan, Inc., for the provision of disaster debris hauling services through a Joint Procurement Request for Proposal #RFP 19-PW-16. This agreement was approved by the Holly Hill City Commission on June 11, 2019, with the accompanying resolution attached under 'Exhibit A'. A task order was developed by Phillips & Jordan estimating the amount of debris hauling services anticipated in reaction to Hurricane Ian. The estimated cost of services is $1,385,625. This task order is included under 'Exhibit B'.

Similarly, the City of Holly Hill has an agreement Tetra-Tech, Inc., for the provision of disaster debris monitoring services through Joint Procurement Request for Proposal #RFP 19-PW-15. This agreement was approved by the Holly Hill City Commission on June 11, 2019, with the accompanying resolution attached under 'Exhibit C.' The estimated cost of services is $483,720. This task order is included under 'Exhibit D."

In an effort to remain in compliance with FEMA purchasing policies, and in order for purchase orders to be issued, "Not To Exceed" prices need to be established for each of these services.

The "Not To Exceed" prices recommended to be established for these agreements are as follows:

Debris Hauling: Phillips & Jordan, Inc., cost not to exceed $1,400,000.

Debris Monitoring: Tetra-Tech, Inc., cost not to exceed $500,000.

FISCAL ANALYSIS:

There are currently adequate funds in the Solid Waste account 495-3040-535-3400 to cover the anticipated cumulative cost of $1,900,000 for debris hauling and monitoring.

STAFF RECOMMENDATIONS:

Approve the establishment of Not to Exceed prices affiliated with debris hauling and debris monitoring in the amounts of $1,400,000 and $500,000 respectively.

GOALS:

Goal #2: Enhance City aesthetics through beautification and maintenance of city property and public rights of way, consistent enforcement of zoning and property maintenance codes, and development of reasonable design standards and a corresponding process which is applicable to all new developments and business improvements in the city.

Goal #4: Provide proficient public health and safety services in terms of police and fire protection, water, storm water, waste water and solid waste management and disaster preparedness with a focus on intergovernmental collaboration, private sector partnerships, and utilization of technologies and proven innovations.

ATTACHMENTS:

- Exhibit A - Debris Hauling Resolution 2019-R-37 06-11-2019 (PDF)
- Exhibit B - Phillips & Jordan Task Order (PDF)
- Exhibit C - Debris Monitoring Resolution 2019-R-36 06-11-2019 (PDF)
- Exhibit D - Tetra Tech Task Order (PDF)

Resolution No. 2022-86

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, ESTABLISHING A "NOT TO EXCEED" PRICE OF $1,400,000 WITH PHILLIPS & JORDAN, INC., FOR THE PROVISION OF DEBRIS HAULING SERVICES FOLLOWING HURRICANE IAN, ESTABLISHING A "NOT TO EXCEED" PRICE OF $500,000 WITH TETRA-TECH, INC., FOR THE PROVISION OF DEBRIS MONITORING SERVICES FOLLOWING HURRICANE IAN, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, ESTABLISHING A "NOT TO EXCEED" PRICE OF $1,400,000 WITH PHILLIPS & JORDAN, INC., FOR THE PROVISION OF DEBRIS HAULING SERVICES FOLLOWING HURRICANE IAN, ESTABLISHING A "NOT TO EXCEED" PRICE OF $500,000 WITH TETRA-TECH, INC., FOR THE PROVISION OF DEBRIS MONITORING SERVICES FOLLOWING HURRICANE IAN, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City has an active agreement with Phillips & Jordan, Inc., for the provision of disaster debris hauling services; and

WHEREAS, the City has an active agreement with Tetra-Tech, Inc. for the provision of disaster debris monitoring services; and

WHEREAS, "Not to Exceed" prices need to be established for both Phillips & Jordan, Inc., and Tetra Tech, Inc., in order to provide a fiscal limit for time and materials contracts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

<u>SECTION 1</u>. That the City Commission of the City of Holly Hill establish a not to exceed price of $1,400,000 with Phillips & Jordan for the provision of debris hauling services, and authorize the City Manager to execute the same.

<u>SECTION 2</u>. That the City Commission of the City of Holly Hill establish a not to exceed price of $500,000 with Tetra-Tech, Inc., for the provision of debris monitoring services, and authorize the City Manager to execute the same.

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 8th day of NOVEMBER, 2022.

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **June 11, 2019**
FROM: **Antoine Khoury**
SUBJECT: **A Resolution of the City Commission of the City of Holly Hill, Florida, to Approve and Award the Agreement and Authorize Execution with Crowder Gulf, Ceres Environmental Services, and Philips & Jordan, Inc., for Emergency Debris Hauling & Disposal Services; Authorizing the City Manager to Execute the Agreement; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2019-R-37**
APPLICANT:
PLANNER:

DISCUSSION:

The City of Holly Hill issued a Joint Procurement Request for Proposal (RFP) with the cities of South Daytona and New Smyrna Beach to seek qualified contractors to provide Emergency Debris Hauling & Disposal services for the three cities This solicitation conformed with all applicable requirements of FEMA for the procurement of these services at the time the solicitation was issued. The solicitation was RFP 19-PW-16 for Emergency Debris Hauling & Disposal and eleven firms submitted. The evaluation committee was made up of members from all three cities and found that all eleven firms met all of the requirements of the solicitation.

1. DJ Enterprises
2. Bergeron Emergency Services
3. JB Coxwell Contracting, Inc.
4. KDF Enterprises
5. Crowder Gulf
6. DRC Emergency Services
7. Grubbs Emergency Services
8. TFR Enterprises
9. Ceres Environmental Services
10. Southern Disaster Recovery
11. Philips & Jordan, Inc.

The Evaluation Committee met on Monday, May 20, 2019 at 11:00 a.m. in a properly noticed public meeting and reviewed the qualifications of the submitting firms. The individual evaluation committee scores were compiled and then ranked accordingly. The Evaluation Committee upon final review recommend that the following three firms be issued contingency contracts for Emergency Debris Hauling & Disposal services. The three recommended companies were:

1. Crowder Gulf
2. Ceres Environmental Services
3. Philips & Jordan, Inc.

FISCAL ANALYSIS:

These are contingency services that will only be utilized during a declared emergency, therefore they are not currently budgeted. In an event of an emergency budget appropriations will be presented to the Commission.

STAFF RECOMMENDATION:

The Joint Solicitation evaluation committee recommends to the City Commissions of Holly Hill, South Daytona and New Smyrna Beach to award contracts per the terms and conditions of RFP 19-PW-16 and sign all necessary agreements with Crowder Gulf, Ceres Environmental Services and Philips & Jordan, Inc.

COMMISSION GOAL:

Goal #4: Provide proficient public health and safety services in terms of police and fire protection, water, storm water, waste water and solid waste management and disaster preparedness with a focus on intergovernmental collaboration, private sector partnerships, and utilization of technologies and proven innovations.

MOTION:

Authorization for the Mayors of the Joint Solicitation cities of Holly Hill, South Daytona and New Smyrna Beach to execute contracts per the terms and conditions of RFP 19-PW-16 and sign all necessary agreements with Crowder Gulf, Ceres Environmental Services and Philips & Jordan, Inc.

ATTACHMENTS:

- Crowder Gulf - RFP 19-PW-16 (PDF)
- Ceres Environmental Services - RFP 19-PW-16 (PDF)
- Phillips & Jordan Inc. - RFP 19-PW-16 (PDF)

Resolution No. 2019-37

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, TO APPROVE AND AWARD THE AGREEMENT AND AUTHORIZE EXECUTION WITH CROWDER GULF, CERES ENVIRONMENTAL SERVICES, AND PHILIPS & JORDAN, INC., FOR EMERGENCY DEBRIS HAULING & DISPOSAL SERVICES; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, TO APPROVE AND AWARD THE AGREEMENT AND AUTHORIZE EXECUTION WITH CROWDER GULF, CERES ENVIRONMENTAL SERVICES, AND PHILIPS & JORDAN, INC., FOR EMERGENCY DEBRIS HAULING & DISPOSAL SERVICES; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City has issued a Joint Procurement Request for Proposal (RFP) with the cities of South Daytona and New Smyrna Beach to seek qualified contractors to provide Emergency Debris Hauling & Disposal services for the three cities; and

WHEREAS, eleven firms submitted qualifications and cost for this work; and

WHEREAS, an Evaluation Committee met in a properly noticed public meeting and reviewed the qualifications of the submitting firms; and

WHEREAS, the Evaluation committee unanimously recommend Crowder Gulf, Ceres Environmental Services, and Philips & Jordan, Inc., be issued contingency contracts for Emergency Debris Hauling & Disposal services.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. The City Commission of the City of Holly Hill does hereby authorize the City Manager to enter into agreements with and issue contingency contracts for Emergency Debris Hauling & Disposal Services per the terms and conditions of RFP 19-PW-16 and sign all necessary agreements with Crowder Gulf, Ceres Environmental Services and Philips & Jordan, Inc.

SECTION 2. SEVERABILITY. If any section or portion of a section of this

Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 11th day of JUNE, 2019.

Holly Hills , FLORIDA
Task Order 1

Effective Date: October 23, 2022 Agreement Number: RFP 19-PW-16

Brian Smallwood, Program Manager
Phillips and Jordan, Inc.
10142 Parkside Dr., Suite 500
Knoxville, TN 37922

Re: **Task Order 1 - 2022 Hurricane Ian**

Dear Mr. Smallwood,

On the basis of this action, you are authorized to proceed in accordance with the terms and conditions of the Master Agreement between the Municipality and Phillips and Jordan, Inc. for Emergency Debris Hauling and Disposal.

Scope of Services:

Loading, hauling, cutting, reduction and disposal of Hurricane Ian generated debris in accordance with the contract from RFP 19-PW-16. Contract line items being utilized are included in the below estimate for approval by the City.

Contract Line Items and Estimate of Cost:

#	Description	Rate	Unit	Quantity	Total
5.1	Vegetative Debris - Right of Way	$ 11.25	cy	65,000.00	$ 731,250.00
5.2	Tree Debris: Hangers, Leaners, Stumps	$ 225.00	ea	1,000.00	$ 225,000.00
5.5	Construction and demolition debris	$ 11.25	cy	10,000.00	$ 112,500.00
5.6	Disposal Fee processed vegetative debris	$ 10.50	cy	16,250.00	$ 170,625.00
6.15	Grinding/Incineration	$ 2.25	cy	65,000.00	$ 146,250.00
					$ 1,385,625.00

Notes: In accordance with the RFP 19-PW-16 Exhibit "A" - Scope of Services Page 6 Item 7, leaner and hanger debris shall be placed on the ROW for removal under Item 2. Eligible ROW Vegetative Debris Removal on Page 3. All tipping fees are a pass thru as detailed in Item J. on Page 2.

Sincerely,

____________________(name)
City of Holly Hills Representative

____________________(title)

Accepted by:
PHILLIPS AND JORDAN, INC.

By: ______________________________

Name: ____________________________

Title: _____________________________

Date: _____________________________

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE:	**June 11, 2019**
FROM:	**Antoine Khoury**
SUBJECT:	**A Resolution of the City Commission of the City of Holly Hill, Florida, to Approve and Award the Agreements with Tetra Tech, Inc., Thompson Consulting Services, and Rostan Solutions, LLC, for Emergency Debris Monitoring Services; Authorizing the City Manager to Execute the Agreements; Providing for Severability; and Providing for an Effective Date.**
NUMBER:	**2019-R-36**
APPLICANT:	
PLANNER:	

DISCUSSION:

The City of Holly Hill issued a Joint Procurement Request for Proposal (RFP) with the Cities of South Daytona and New Smyrna Beach to seek qualified contractors to provide an Emergency Debris Monitoring Services for the three cities This solicitation conformed with all applicable requirements of FEMA for the procurement of these services at the time the solicitation was issued. The solicitation was RFP 19-PW-15 for Emergency Debris Monitoring and seven firms submitted. The evaluation committee was made up of members from all three cities and found that five firms met all of the requirements of the solicitation.

1. Debris Tech, LLC
2. Rostan Solutions LLC
3. Soundside Consulting
4. Tetra Tech Inc.
5. Thompson Consulting Services.

The Evaluation Committee met on Monday, May 20, 2019 at 10:30 a.m. in a properly noticed public meeting and reviewed the qualification of the submitting firms. The individual evaluation committee scores were compiled and then ranked accordingly. The Evaluation Committee upon final review recommend that the following three firms be issued contingency contracts for Emergency Debris Monitoring Services. The three recommended companies were

1. Tetra Tech, Inc.
2. Thompson Consulting Services
3. Rostan Solutions, LLC

FISCAL ANALYSIS:

These are contingency services that will only be utilized during a declared emergency, therefore they are not currently budgeted. In an event of an emergency budget appropriations will be presented to the Commission.

STAFF RECOMMENDATION:

The Joint Solicitation evaluation committee recommends to the City Commissions of Holly Hill, South Daytona and New Smyrna Beach to award contracts per the terms and conditions of RFP 19-PW-15 and sign all necessary agreements with Tetra Tech, Inc., Thompson Consulting Services and Rostan Solutions, LLC.

COMMISSION GOAL:

Goal #4: Provide proficient public health and safety services in terms of police and fire protection, water, storm water, waste water and solid waste management and disaster preparedness with a focus on intergovernmental collaboration, private sector partnerships, and utilization of technologies and proven innovations.

MOTION:

Authorization for the City Manager of Holly Hill to execute contracts per the terms and conditions of RFP 19-PW-15 and sign all necessary agreements with Tetra Tech, Inc., Thompson Consulting Services and Rostan Solutions, LLC.

ATTACHMENTS:

- Tetra Tech, Inc. RFP 19-PW-15 - Contract (PDF)
- Thompson RFP 19-PW-15 - Contract (PDF)
- Rostan RFP 19-PW-15 - Contract (1) (PDF)

Resolution No. 2019-36

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, TO APPROVE AND AWARD THE AGREEMENTS WITH TETRA TECH, INC., THOMPSON CONSULTING SERVICES, AND ROSTAN SOLUTIONS, LLC, FOR EMERGENCY DEBRIS MONITORING SERVICES; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, TO APPROVE AND AWARD THE AGREEMENTS WITH TETRA TECH, INC., THOMPSON CONSULTING SERVICES, AND ROSTAN SOLUTIONS, LLC FOR EMERGENCY DEBRIS MONITORING SERVICES; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City has issued a Joint Procurement Request for Proposal (RFP) with the Cities of South Daytona and New Smyrna Beach to seek qualified contractors to provide Emergency Debris Monitoring Services for the three cities; and

WHEREAS, seven firms submitted qualifications and cost for this work; and

WHEREAS, an Evaluation Committee met in a properly noticed public meeting and reviewed the qualification of the submitting firms and upon final review recommend that Tetra Tech, Inc., Thompson Consulting Services, and Rostan Solutions, LLC be issued contingency contracts for Emergency Debris Monitoring Services.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. That the City Commission of the City of Holly Hill does hereby authorize the City Manager to enter into agreements and award contingency contracts to Tetra Tech, Inc., Thompson Consulting Services, and Rostan Solutions, LLC for Emergency Debris Hauling & Disposal Services.

SECTION 2. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 11th day of JUNE, 2019.

CITY OF HOLLY HILL, FLORIDA
TASK ORDER No. 1-Hurricane Ian

In accordance with the Notice-to-Proceed dated September 29, 2022 issued by the **City of Holly Hill, Florida** (City) to **Tetra Tech, Inc.** (Tetra Tech), City hereby authorizes the services to be performed for the period of performance and estimated budget set forth herein:

PROJECT: Debris Monitoring Services
2022 Hurricane Ian

DURATION OF WORK:

Estimated project term: **September 29, 2022** through **December 31, 2022** or until completion of the below scope of work or until the funds have been expended in full, whichever first occurs. The period of performance may be extended upon approval by both parties. To the extent the period of performance is required to be extended due to reasons beyond the Tetra Tech Team's control; such unforeseen circumstances may result in an increase in the project timeline and budget.

SCOPE OF WORK:

Tetra Tech shall provide the following services:

a. Hiring, scheduling, training and managing field monitoring staff.
b. Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
c. Monitoring and documenting debris removal contractor operations.
d. Developing operational reports to keep City informed of work progress.
e. Review and reconciliation of debris removal contractor invoices prior to submission to City for processing.

ESTIMATED COST (not to exceed)

Initial Estimated Not-to-Exceed: **$483,720.00**

The fee for the services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates as set forth in the Master Services Agreement between the City of Holly Hill, Florida and Tetra Tech, Inc. for disaster debris monitoring services, Contract No. 19-PW-15. The table below outlines the anticipated staff positions and level of effort.

Table 1: Estimated Cost Breakdown [1][2]

Labor Category	Hourly Rate	Estimated # of Staff	Estimated # of Hours/Day	Estimated # of Days	Estimated Total
Project Manager	$75.00	1	12	60	$54,000.00
Field Supervisor	$45.00	1	12	60	$32,400.00
Loading Site Monitors	$35.00	6	12	60	$151,200.00
Debris Site tower Monitors	$35.00	4	12	60	$100,800.00
Operations Manager	$65.00	1	12	60	$46,800.00
Data Manager	$55.00	1	12	60	$39,600.00
Administrative Assistant	$34.00	1.5	12	60	$36,720.00
GIS Specialist	$50.00	1	2	60	$6,000.00
Billing and Invoice Analyst	$45.00	1	6	60	$16,200.00
Estimated Total					**$483,720.00**

[1] The above estimated level of effort and associated costs are based on available information at the time the estimates were prepared and do not represent the actual cost of the project. The fee for the services will be based on the actual hours of services furnished multiplied by Tetra Tech's hourly rates.

[2] The hourly rates include all applicable overhead, profit, and non-labor travel expenses.

ASSUMPTIONS

a. Estimated Debris Volume - Vegetive: 60,000
b. Estimated Debris Volume - C&D: 25,000
c. Average Truck Capacity: 78
d. Average Load Call: 57%
e. Estimated CY Per Load: 44
f. Estimated Truck to Trailer Ratio: 1:1
g. Estimated Trips Per Crew Per Day: 10
h. Estimated Number of Days to Complete Collection: 60
i. Days to Complete Haulout: 30
j. Number of Debris Sites: 3

Changes to these assumptions, expansion of scope of work, or debris contractor efficiency may impact the preliminary cost estimate and warrant a request for an increase by Tetra Tech.

INVOICE AND PAYMENT:

Monthly Invoices -- Invoices are to be emailed to:

Steve Juengst
Administration Manager
Department of Public Works
City of Holly Hill
sjuengst@hollyhillfl.org

Payment terms are Net 30 days -- Payments are to be mailed to:

Tetra Tech, Inc.
PO Box 911642
Denver, CO 80291-1642
Phone 321.441.8545 Brad Wesolowski
Email brad.wesolowski@tetratech.com

APPROVED BY:

Tetra Tech, Inc.

Signature: Jonathan Burgiel
Name: Jonathan Burgiel
Title: Business Unit President

City of Holly Hill, Florida

Signature: ______________________
Name: ______________________
Title: ______________________

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE:	**November 8, 2022**
FROM:	**Susan Lincoln**
SUBJECT:	**A Resolution of the City of Holly Hill, Florida, Authorizing a Piggyback Contract for the Purchase of Three (3) Police Vehicles, Using Charlotte County Vehicle Purchasing Contract #2021000541; Providing for Severability; and Providing for an Effective Date.**
NUMBER:	**2022-R-87**
APPLICANT:	
PLANNER:	

DISCUSSION:

This Resolution authorizes the City Manager to enter into a piggyback agreement for the purchase of police rated vehicles (Ford Interceptor Utility), approved in the 2022/2023 budget, that are available under the Charlotte County Contract # 2021000541. This contract extends and guarantees to any and all units of local governments / political subdivisions.

The current renewal of the contract will expire on September 30, 2023, with an option to renew for one additional one-year term, by mutual consent. The goal of the city is to use this contract to purchase city vehicles and equipment under the contract terms and conditions.

Items requested to be purchased this year include:

Two (2) police interceptor vehicles for $50,641.64 each and one (1) police interceptor vehicles for $53,230.58. Total purchase for these vehicles is $154,513.86.

Funds are available in budget account number 001-8110-580-6400.

Current City of Holly Hill Purchasing Manual

Policy 2.39 Other Government Entities' Contracts.

> The City may utilize (piggy-back) any other government entity's open contract that have been competitively bid and awarded to the low responsive, responsible bidder meeting the specifications, in accordance with City Purchasing regulations. The City may also piggyback off U.S. General Services Administration, GSA Contracts. When another entity's contracts is the be utilized, a copy of that contract shall be forwarded to the Finance Department for review and evaluation to determine if it meets the City's requirement regarding competitive bidding and award.

Chapter 287, Florida Statutes, grants the authority to piggyback the purchase of goods and services as a form of intergovernmental cooperative purchasing in which a public purchaser requests competitive sealed bids, enters into a contract, and arranges, as part of the contract, for other public purchasing units to purchase from the selected vendor under the same terms and conditions as itself in order to take advantage of the better pricing that large purchasers are able to obtain in order to reduce administrative time and costs involved in the procurement process (i.e., cost of preparing bid specifications, advertising, etc.).

FISCAL ANALYSIS:

All purchases under this contract will be completed according to the FY 2022-2023 budget under account number 001-8110-580-6400, and identified in the budget under project numbers 23PD01, 23PD02 and 23PD03.

STAFF RECOMMENDATION:

That the City Commission approve the Resolution as submitted by staff.

COMMISSION GOAL:

Goal #1: Develop and maintain a sound and sustainable financial plan for the city that establishes sufficient reserves for all funds, ensures (whenever possible) that user fees pay for services rendered, provides a realistic capital improvement program, and encourages public/private sector partnerships and intergovernmental partnerships.

Goal #2: Enhance City aesthetics through beautification and maintenance of city property and public rights of way, consistent enforcement of zoning and property maintenance codes, and development of reasonable design standards and a corresponding process which is applicable to all new developments and business improvements in the city.

MOTION:

APPROVING THE PIGGY-BACK AGREEMENT WITH CHARLOTTE COUNTY AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE PURCHASE OF FOUR (4) POLICE INTERCEPTOR UTILITY VEHICLES.

ATTACHMENTS:

- Charlotte County Contract Renewal 10.1.2022 to 9.30.2023 (PDF)
- BID 2021000541 - Vehicle Purchase Annual Contract (PDF)
- BID 2021000541 - Bartow Ford Warranty (PDF)
- BID 2021000541 Acceptance letter (PDF)
- Quote for One Vehicle (PDF)
- Quote for Two Vehicles (PDF)

Resolution No. 2022-87

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING A PIGGYBACK CONTRACT FOR THE PURCHASE OF THREE (3) POLICE VEHICLES, USING CHARLOTTE COUNTY VEHICLE PURCHASING CONTRACT #2021000541; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, AUTHORIZING A PIGGYBACK CONTRACT FOR THE PURCHASE OF THREE (3) POLICE VEHICLES, USING CHARLOTTE COUNTY VEHICLE PURCHASING CONTRACT #2021000541; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City wishes to purchase three (3) police interceptor vehicles; and

WHEREAS, the City of Holly Hill desires to purchase the vehicles under Charlotte County Vehicle Purchase contract #2021000541, under the same terms and applicable conditions as that agreement; and

WHEREAS, Chapter 287, Florida Statutes, grants the authority to piggyback the purchase of goods and services as a form inter-governmental cooperative purchasing in which a public purchaser requests competitive sealed bids, enters into a contract, and arranges, as part of the contract, for other public purchasing units to purchase from the selected vendor under the same terms and conditions as itself in order to take advantage of the better pricing that large purchasers are able to obtain in order to reduce administrative time and costs involved in the procurement process (i.e., cost of preparing bid specifications, advertising, etc.); and

WHEREAS, pursuant to the City's purchasing policy, "piggyback" contracts are allowed for existing government contracts; and

WHEREAS, the City Commission of the City of Holly Hill now desires to authorize and approve the form of the contract by Charlotte County and any other related documents; and

WHEREAS, the City has determined that in this circumstance, piggybacking onto an agreement entered into by the Charlotte County, is the most economically advantageous way to procure these goods and services.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. Pursuant to the City's purchasing policy, "piggyback" contracts are allowed for existing government contracts.

SECTION 2. It is hereby ascertained, determined and declared that it is in the best interest of the City to enter into a contract with Bartow Ford for the purchase of vehicles and equipment.

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 8th day of NOVEMBER, 2022.

Charlotte County Purchasing
Administrative Contract Renewal Approval Form
Vehicles - Annual Contract

Contract #:	2021000541	**Award Date:**	9/14/2021
Awarded By:	Board of County Commissioners		
Original Term: From:	10/1/2021	**To**:	9/30/2022
Renewal Term: From:	10/1/2022	**To**:	9/30/2023

Description & Background of Contract

This is an anual contract with Bartow Ford for the purchase of that allows for the purchase of Ford vehicles on an as needed basis using a percentage discount of 4.27% off of the Ford Factory Invoice, and a percentage mark-up of 0% on dealer installed options.

On September 14, 2021 when the Charlotte County Board of County Commissioners formally approved the award of this contract, the Board also authorized the County Administrator to approve renewal options for up to two additional one-year terms, at the same prices, terms, and conditions.

In accordance with the contract documents, this contract can be renewed for one additioal year under the same prices, terms, and conditions as the original contract. The term will be from October 1, 2022 through and including September 30, 2023.

Contract Specialist:	True, Alisa	**Email:**	Alisa.True@charlottecountyfl.gov
Phone:	941-743-1549	**Fax:**	941-743-1384

By acceptance of this contract renewal as indicated above and by all parties' signatures, the parties agree to extend the term of the contract with all other terms and conditions of the Contract to remain the same.

Requested By:	Richard Weissinger Bartow Ford thefordtruckguy@gmail.com	**Signature:**	See Attached
Fiscal Reviewed By:		**Daniels, Harold, Senior Financial Analyst-07/29/2022**	
Department Approved By:		**Gutierrez, Lorrie, Fleet Operations Manager - 8/1/2022**	
Purchasing Approved By:		**Alexander, Cheri, Acting Senior Division Mgr-Purchasing - 8/5/2022**	
Administration Approved By: (when applicable)		**Flores, Hector, County Administrator - 8/5/2022**	

Charlotte County Purchasing
Administrative Contract Renewal Approval Form
Vehicles - Annual Contract

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Awarded By:	Board of County Commissioners		
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Phone:	941-743-1549	**Fax:**	941-743-1384

By acceptance of this contract renewal as indicated above and by all parties' signatures, the parties agree to extend the term of the contract with all other terms and conditions of the Contract to remain the same.

Requested By:	Richard Weissinger Bartow Ford thefordtruckguy@gmail.com	**Signature:**	Richard Weissinger
Fiscal Reviewed By:			
Department Approved By:			
Purchasing Approved By:			
Administration Approved By: (when applicable)			

Charlotte County Purchasing
Contractor/Vendor Performance Evaluation

Contract #:	2021000541	**Title:**	Vehicles - Annual Contract
Department:	Fleet Management		
Contractor/Vendor:	Bartow Ford		

This form shall become public record, therefore, all items should be completed thoroughly and explained based on fact.

1.	Did the Contractor/Vendor perform and/or deliver on time?	Yes
2.	Was quality of product/service rendered in conformance with specs?	Yes
3.	Did the Contractor/Vendor provide timely warranty service and/or repairs?	N/A
4.	Did the Contractor/Vendor display cooperation in working out problems?	Yes
5.	Would you recommend that Charlotte County continue to do business with the firm?	Yes

Additional Comments (optional):

By completing this form, I hereby attest that this form has been completed fully and accurately to the best of my knowledge.

Completed by: Gutierrez, Lorrie, Fleet Operations Manager-08/05/2022

Charlotte County Purchasing Division
18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

Phone 941.743.1378
Fax 941.743.1384

NOTICE OF AVAILABILITY OF BID SPECIFICATIONS

REQUEST FOR BIDS
CHARLOTTE COUNTY, FLORIDA

The County of Charlotte will be receiving sealed bids at the Purchasing Division, Suite 344, Charlotte County Administration Center, 18500 Murdock Circle, Port Charlotte, FL 33948-1094, for:

BID NO. 2021000541
VEHICLES – ANNUAL CONTRACT

It is the intent of Charlotte County to purchase vehicles, on an "as required" basis, from a Ford Motor Company dealer. It is the specific purpose of this bid to establish a conditional contract for the required materials and to secure the cost and availability of the requirements for procurement from a source of supply that will give prompt and convenient service.

There will not be a Pre-Bid Conference for this project. Please send all questions to my email address below.

BID OPENING: 2:00 p.m., AUGUST 11, 2021
PURCHASING DIVISION CONFERENCE ROOM

Bid Documents may be obtained by accessing the Charlotte County Purchasing Division's website at https://purchasingbids.charlottecountyfl.gov under "Purchasing Bids Online", document number 215412. Any questions can be answered by contacting Alisa L. True, CPPB, Senior Contract Specialist at 941.743.1549 or email: Alisa.True@CharlotteCountyFl.gov.

Notice of Availability
Posted: July 23, 2021

Charlotte County Purchasing Division
18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

Phone 941.743.1378
Fax 941.743.1384

STATEMENT OF NO BID

If you **do not** intend to bid on this commodity/service, please return this form to the above address immediately. If this statement is not completed and returned, your company may be deleted from the Charlotte County Vendors' list for this commodity/service.

We the undersigned, have declined to bid on requested commodity/service **Bid #2021000541, VEHICLES – ANNUAL CONTRACT,** for the following reason(s):

_______ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below).

_______ Insufficient time to respond to the Invitation to Bid.

_______ We do not offer this product or service.

_______ Our schedule would not permit us to perform.

_______ Unable to meet bond/insurance requirements.

_______ Unable to meet specifications.

_______ Specifications are unclear (explain below).

_______ Remove us from your vendors' list for this commodity/service.

_______ Other (specify below).

Remarks:____

____

____

Company Name: ____

Contact Person (typed or printed): ____________________________________

Contact Person Signature: ____

Phone: ____________________ Fax: ______________________

E-Mail Address: ____

Note: Statement of No Bid may be emailed to Alisa.True@CharlotteCountyFl.gov or faxed in to the Purchasing Division at 941.743.1384.

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VEHICLES – ANNUAL CONTRACT
BID NO. 2021000541

INSTRUCTIONS TO BIDDERS
VEHICLES – ANNUAL CONTRACT
BID NO. 2021000541

IB-01 QUALIFICATIONS OF BIDDERS: It is the intent of the County to award this contract to the lowest responsible bidder, qualified by experience and solvency, with proven reliability and the ability to supply all items within a reasonable time frame acceptable to Charlotte County. Bidder may be required to supply information in writing at the request and discretion of the County prior to award of bids, in order to verify above requirements.

IB-02 GENDER DESIGNATION: The County and the Contractor are treated throughout these Documents as if each were of the singular number and masculine gender.

IB-03 EXAMINATION OF DOCUMENTS:
A. Prior to the submission of a bid form, bidders shall carefully examine the bid package including the Request for Bids, Instructions to Bidders, Technical Specifications & Conditions, Insurance Requirements, and all other related bid documents, including all modifications thereof, incorporated in the bid package.

B. Discrepancies, omissions, or questions about the intent of the documents should be submitted to the Purchasing Division in written form as a request for interpretation no later than five (5) calendar days prior to bid opening (or shall be verbally addressed at the pre-bid conference, if applicable).

C. Interpretations of any of the bid documents made will be in the form of a written addendum to the documents, which will be posted on the purchasing website. Receipt of any addenda by each bidder must be acknowledged on the bid form indicating the addendum number and date of issue, therein becoming a part of the contract. No oral explanations shall be binding. The County will attempt to notify all prospective bidders of addenda issued to the bidding documents; however, it shall be the responsibility of the bidder, prior to submitting their bid, to determine if addenda were issued, acknowledging and incorporating it into their bid.

IB-04 PREPARATION AND SUBMISSION OF BID FORM REQUIREMENTS:
A. Bids shall be submitted on the bid form supplied by the County, or duplication thereof and attached thereto, or as otherwise specified. Bidders shall indicate the number of calendar days required for delivery and acknowledge receipt of any addenda received during the bid period.

Each bid must give the full business address of the bidder and state whether bidder is an individual, corporation or partnership. Bid Forms by a corporation must be signed in the name of the corporation, followed by the original signature and designation of the officer or other person authorized to bind the corporation.

Bid Forms by partnerships shall show the names of all partners. The partnership title shall be followed by the original signature of each partner.

Any erasures or other corrections in the bid form must be explained or noted over the signature of the bidder. Bid Forms containing any conditions, omissions, unexplained erasures, alterations, or irregularities of any kind may be rejected by the County.

Bid documents and forms shall be submitted sealed, and the envelope/package clearly marked with the Bid Number and the Name and Business Address of the individual/firm submitting the bid. Bids postmarked prior to said time and date but not received shall **not** be considered and will be returned to bidder unopened.

B. Bid Guarantee - The bid form shall be signed where indicated guaranteeing that the bidder will not withdraw his bid for a period of 60 days after the scheduled time of opening of bids.

IB-05 WITHDRAWAL OF BIDS: Bids may be withdrawn by request of the bidder prior to the time fixed for opening. Error or negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

IB-06 BID TABULATIONS: In accordance with Florida Statues, Section 119(1)(b)2: Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids proposals, or final replies, whichever is earlier. Those bidders interested in receiving a copy of the results of this bid once they are released may do so by visiting our website at https://purchasingbids.charlottecountyfl.gov under "Purchasing Bids Online", Document Number 215414. No information regarding the submittal will be divulged over the telephone.

IB-07 RESERVED RIGHTS: The County reserves the right to accept or reject any and/or all bids, to waive irregularities and technicalities, and to request resubmission of bids. Also, the County reserves the right to accept all or any part of the bid and to increase or decrease quantities to meet additional or reduced requirements of the County. Any sole response received the first submission date may be rejected by the County depending on available competition and timely needs of the County.

IB-08 FORM OF CONTRACT: The submitted Bid Form signed by the Bidder, together with the complete bid package furnished by the County, shall constitute a binding contract. The Bidder shall be required to perform according to the Bidder's submitted Bid Form and the County's bid package when a purchase order, signed by the Senior Division Manager Purchasing or his/her designee, is transmitted to the Bidder. The transmitted purchase order shall serve as both a Notice of Acceptance and Notice to Proceed to the Bidder. Failure to comply with the conditions set forth in the purchase order shall be deemed a breach of contract subjecting the Bidder to forfeiture of the bid bond or other posted security and other possible penalties.

IB-09 NOTICE TO PROCEED/DELIVERY: After award of bid, a purchase order shall be issued bearing the terms of delivery. Upon receipt of purchase order, successful bidder shall acknowledge receipt of same by either fax or mail, and shall commence prosecution of order so that the agreed upon delivery date will be satisfied.

IB-10 PAYMENT: Request for payment must be submitted to the Charlotte County Purchasing Division on a form approved by the County. Price shall be net and all invoices payable according to the Local Government Prompt Payment Act (F.S.218.74).

IB-11 PERFORMANCE EVALUATION: At the end of the contract, the receiving department will evaluate the successful bidder's performance. This evaluation will become public record.

IB-12 ARITHMETIC DISCREPANCIES:
A. For the purpose of initial evaluation of bids, the following will be utilized in resolving arithmetic discrepancies found on the face of the bid forms as submitted by bidders:

1. Obviously misplaced decimal points will be corrected.

2. In case of discrepancy between unit price and extended price, the unit price will govern. Apparent errors in extension will be corrected.

3. Apparent errors in addition of lump sum and extended prices will be corrected.

B. For the purpose of bid evaluation, the County will proceed on the assumption that the bidder intends his bid be evaluated on the basis of the unit prices, extensions, and totals arrived at by resolution of arithmetic discrepancies as provided above, and the bid will be so reflected on the tabulation of bids.

IB-13 DESCRIPTIVE INFORMATION: Unless otherwise specifically provided in the specifications, all equipment materials and articles incorporated in the work covered by the contract are to be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in the specifications, reference to any equipment, material, article or patented process, by trade name, make or catalogue number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. If the bidder wishes to make a substitution to the specifications, the bidder shall furnish to the County the name of the manufacturer, the model number, and other identifying data and information necessary to aid the County in evaluating the substitution, and such substitution shall be subject to County approval. Substitutions shall be approved only if determined by the County to be equivalent to the specifications. A bid containing a substitution is subject to disqualification if the substitution is not approved by the County.

Specified items bid shall be identified by brand name, number, manufacturer and model, and shall include full descriptive information, brochures, or appropriate attachments.

IB-14 QUALITY GUARANTEE: If any product delivered does not meet applicable specifications, or if the product will no produce the effect that the successful bidder represents to the County, the successful bidder shall pick up the product fron the County at no expense to the County. Also, the successful bidder shall refund to Charlotte County any money which has been paid for same. The successful bidder will be responsible for reasonable County attorney fees expended to obtair compliance with this provision in the event the successful bidder defaults under this provision.

IB-15 REGULATIONS:
A. It shall be the responsibility of each supplier to assure compliance with any OSHA, EPA, and/or other Federal o State of Florida rules, regulations or other requirements, as each may apply.

B. Bidder must be authorized to transact business and be properly licensed in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Charlotte County will apply to any resulting contract

IB-16 CODE OF ETHICS: With respect to this bid, if any bidder violates or is a party to a violation of the State o Florida/Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such bidder may be disqualified from furnishing the goods or services for which the bid is submitted and shall be further disqualified fron submitting any future bids for goods or services for Charlotte County.

IB-17 COLLUSION: By offering a submission to this invitation for bid, the bidder certifies the bidder has not divulged to discussed or compared his bid with other bidders and has not colluded with any other bidder or parties to this bid whatsoever Also, bidder certifies, and in the case of a joint bid each party thereto certifies as to his own organization, that in connectior with this bid:

- any prices and/or cost data submitted have been arrived at independently, without consultation, communication, o agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other bidder or with any competitor;
- any prices and/or cost data quoted for this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor;
- no attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition;
- the only person or persons interested in this bid, principal or principals is/are named therein and that no person othe than therein mentioned has any interest in this bid or in the contract to be entered into; and
- no person or agency has been employed or retained to solicit or secure the contract upon an agreement o understanding for a commission, percentage, brokerage, or contingent fee excepting bona fide employees or establishec commercial agencies maintained by the Purchaser for the purpose of doing business.

IB-18 SOURCE OF SUPPLY AND SUBCONTRACTORS: Bidders are to complete the attached Source of Supply anc Subcontractors form. This form must be completed and included with the bid form. If bidder does not have a source o supply or subcontractor, insert "to be determined". When source or subcontractor is determined, selection will be subject to County approval.

IB-19 DRUG FREE WORKPLACE FORM: It is strongly suggested that the attached Drug Free Workplace Form be signec and returned to this office with the bid form. In the event of a tie bid, the presence of a valid and accurate form may be usec as a basis for awarding the contract.

IB-20 PUBLIC ENTITY CRIMES: In accordance with Florida Statutes Sec. 287.133(2)(a), "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods/services to a public entity, may not submit a bid on a contract with a public entity for construction or repai of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded o perform work as a Contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may no transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two, fo a period of 36 months from the date of being placed on the convicted vendor list".

IB-21 CANCELLATION/TERMINATION OF CONTRACT: The County shall have the right to cancel, terminate or suspenc the contract, in whole or in part, by providing the Contractor 30 days written notice by certified mail.

It is expressly understood by the County and the Contractor that funding for any successive fiscal years of the contract is contingent upon appropriation of monies by the Charlotte County Board of County Commissioners. In the event that funds are not available or are not appropriated, the County reserves the right to terminate the contract. The County will be responsible for payment of any outstanding invoices and work completed by the Contractor prior to such termination.

Pursuant to Section 287.135(3)(a)4 of the Florida Statutes, Charlotte County may, at its sole option, terminate any Agreement valued at $1,000,000 or more if the Contractor is found to have submitted a false certification, has been placed on the *Scrutinized Companies with Activities in Sudan List*, or the *Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List*, or has been engaged in business operations in Cuba or Syria or a boycott of Israel.

Pursuant to Section 287.135(3)(b) of the Florida Statutes, Charlotte County may, at its sole option, terminate any Agreement in any amount if the Contractor is found to have been placed on the *Scrutinized Companies that Boycott Israel List*, or is engaged in a boycott of Israel.

IB-22 INDEMNIFY: After notification of award, the successful bidder shall indemnify and hold harmless the County, its officers, employees, agents and volunteers, from action, including any court costs or attorneys' fees arising from, or as a result of, any act or omission by bidder, its officers, employees, licensees, invitees, Contractors, agents or assignees, in the performance of the services and/or the delivery of goods for which the resulting agreement was entered into. Bidder agrees that the first ten dollars ($10.00) of compensation received under the resulting agreement represents specific consideration for the indemnification obligation. Nothing in the award, resulting agreement, contract or Purchase Order shall be deemed to affect the rights, privileges and immunities of the County as set forth in Florida Statute 768.28.

IB-23 TAXES: The Contractor shall assume liability for Local, State, or Federal Tax that is applicable to the work.

IB-24 ASSIGNMENT: This agreement, or any interest herein, shall not be assigned, transferred or otherwise encumbered under any circumstances by Contractor without the prior written consent of the County.

IB-25 EQUAL EMPLOYMENT OPPORTUNITY: Charlotte County, Florida, in accordance with the provisions of Title VI of The Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

All bidders are hereby notified that the successful bidder (Contractor) must and shall comply with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Florida Civil Rights Act, all as amended. Specifically, Contractor agrees that:

- No person shall, on the grounds of race, color, sex, religion, age, disability, national origin or marital status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service funded through the contract.
- Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, national origin or marital status. Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- Contractor will, in all solicitations or advertisements regarding program activities, services provided or applications for employment, state that all qualified applicants will receive consideration for services or employment without regard to race, color, religion, sex, age, disability, national origin or marital status.
- County may require Contractor to submit reports as may be necessary to indicate non-discrimination. County officials will be permitted access to Contractor's books, records, accounts and other sources of information and its facilities as may be pertinent to ascertain compliance with non-discrimination laws.

It is expressly understood that County shall have the right to terminate the contract upon receipt of evidence of discrimination.

IB-26 EMPLOYEE BACKGROUND CHECK: If an owner, except a stockholder in a publicly traded corporation, or an employee of the Contractor has been convicted of any offenses requiring registration as a sexual offender or sexual predator regardless of the location of conviction, the Contractor shall ensure that the offender's or predator's work on the project is consistent with the terms of his probation and registry requirements.

IB-27 PUBLIC RECORDS CLAUSE TO CONTRACTORS "ACTING ON BEHALF OF THE COUNTY": Pursuant to Section 119.0701 of the Florida Statutes, Contractors acting on behalf of the County must comply with the public records laws, specifically: a) keep and maintain public records required by the County to perform the contracted services; b) upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or as otherwise provided by law; c) ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract; and d) upon completion of the contract, keep and maintain all public records required by the County to perform the service, and meet all applicable requirements for retaining public records.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO RETAIN AND PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT (941) 743-1441, E-MAIL TO RECORDS@CHARLOTTECOUNTYFL.GOV, 18500 MURDOCK CIRCLE, BLDG. B Suite 109, PORT CHARLOTTE, FLORIDA 33948.

TECHNICAL SPECIFICATIONS & CONDITIONS
VEHICLES – ANNUAL CONTRACT
BID NO. 2021000541

TS-01 PURPOSE: It is the intent of Charlotte County to purchase vehicles, on an "as required" basis, from a Ford Moto Company dealer. It is the specific purpose of this bid to establish a conditional contract for the required materials and to secure the cost and availability of the requirements for procurement from a source of supply that will give prompt and convenient service.

TS-02 BID PRICES/TERMS OF CONTRACT: Bidders shall bid unit prices, F.O.B., to Charlotte County Flee Management, 18000 Paulson Drive, Port Charlotte, FL 33954. The prices bid shall include all costs for all transportation labor, materials and equipment used in supplying and delivering said materials.

Bid prices shall be considered firm from October 1, 2021 through and including September 30, 2022. This bid may be extended/renewed for two (2) additional one (1) year periods, by mutual agreement, provided there are no changes in terms conditions and prices.

Previous contract prices can be obtained by accessing the Charlotte County Purchasing Division's website a https://purchasingbids.charlottecountyfl.gov under "Purchasing Bids Online", Historical Catalog. The previous Contrac number for this project is **18-509** and is entitled **'Vehicles – Annual Contract'**.

TS-03 DELIVERY: All bids will indicate the lead time required for the established quantities to be delivered. Successfu bidder will be held to delivery dates. Failure to meet delivery or lead time necessitating Charlotte County to make purchases from other sources, shall cause successful bidder to be held liable for the difference of cost between awarded bid price and the cost of the required purchase from another source.

Successful bidder shall notify the Fleet Manager or his designee, at a number to be provided to the awarded Bidder at leas 24 hours prior to delivery. All deliveries shall be made between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday, excluding legal holidays, unless otherwise agreed to by the receiving department.

TS-04 ESTIMATED QUANTITIES: The exact quantities for this bid cannot be determined at this time. No minimum amount is guaranteed or implied. Purchase orders will be issued on an 'as required' basis.

TS-05 SCOPE:
A. GENERAL: The vehicles to be purchased under this bid are automobiles, sport utility vehicles, passenger vans light duty vans, light duty trucks, and light duty cab/chassis. Light duty vans, trucks, and cab/chassis cover all models up to and including Class 6 (19,501 to 26,000 lbs. GVW).

Contractors shall bid a percentage discount off of the Ford factory invoice, which shall include the vehicle base price, freigh charges, and all factory production options. The invoice submitted will be verified by the County by using Kelley Blue Book's New Car Pricing. In the event of a discrepancy, the Kelley Blue Book New Car Pricing shall supersede the submitted invoice

Charlotte County shall participate in all fleet incentives, price incentives, and/or rebates available to the bidder in addition to the percentage discount bid. Each vehicle purchased under this contract shall include as part of the base vehicle price:

- vehicle preparation costs
- delivery
- three (3) complete sets of keys

The percentage discount submitted by Bidder should take these factors into account.

From the date of the purchase order, the bidder shall have 48 hours to place the vehicle(s) order with the Ford Moto Company, and shall provide the order number provided by Ford to Charlotte County along with the expected production time For those vehicles requiring fabrication, the fabrication schedule shall be coordinated with a Charlotte County Flee Department representative. The Awarded Contractor shall make every effort to provide Charlotte County with the vehicles ordered in a timely manner and shall keep Charlotte County up to date on all information regarding vehicle delivery including but not limited to, production and/or fabrication delays.

B. DEALER INSTALLED OPTIONS: Dealer installed options may include but are not limited to strobe lights, bedliners utility bodies, and cranes. See TS-06, Criteria for Award, for the approved list of authorized manufacturers to be used fo dealer installed options. Only manufacturers on this list will be accepted. The Fleet Management Division will provide the awarded bidder with updated lists of approved manufacturers for dealer installed options as needed throughout the contrac period. All prospective bidders must provide a percentage figure above "actual invoice" for any dealer installed options performed by a sub-contractor. Copies of actual invoices must be provided as backup.

Charlotte County Fleet Management will provide the awarded bidder a list of dealer installed options required for each vehicle as they are ordered. Upon request of these items, the dealer shall provide Fleet Management pricing, excluding markup within three (3) working days. Responses must be either faxed to 941-575-3671 or electronically mailed to Flee Management.

C. VEHICLE CONDITION: The bidder shall be responsible for delivering vehicles that are new and unused, properly serviced, clean, and in first class operating condition. Pre-delivery service, at a minimum, shall include the following:

1. Complete lubrication and check all fluid levels to assure proper fill
2. Adjustment of engine to proper operating condition
3. Inflate tires to proper pressure
4. Check for proper operation of all accessories, gauges, lights, mechanical and hydraulic features
5. Cleaning of vehicle, if necessary, and removal of all unnecessary items such as tags, stickers and papers. DO NOT REMOVE WINDOW PRICE STICKER
6. Overall check for safe operating condition
7. All units must contain no less than 1/2 tank of fuel as indicated by the vehicle's fuel gauge at the time of delivery. If a vehicle is delivered with less than 1/2 tank of fuel as indicated by the vehicle's fuel gauge, the bidder shall be assessed $40.00 dollars.
8. Vehicles not requiring fabrication shall be delivered with less than 250 miles as indicated by the vehicle's odometer Allowances will be made for vehicles that require off-site fabrication, but vendor shall make the effort to keep mileage to a minimum. Vehicles with 1,000 miles or more as indicated by the vehicle's odometer may not be accepted withou prior approval from Charlotte County.
9. All vehicles shall be delivered with three (3) complete sets of keys. If a vehicle is delivered without three (3) complete sets of keys, the bidder shall be assessed
10. Delivery does not constitute acceptance. Acceptance and authorization of payment will be given only after a thorough inspection indicates that the vehicle meets specifications and conditions listed herein.
11. Vehicles shall be delivered with each of the following documents satisfactorily completed:
    - Temporary license plate and/or county plate
    - Owner and/or operator manual(s).
    - Warranty certifications, including rustproofing, if applicable.
    - Copy of pre-delivery service report.
    - Window price sticker (still affixed).
12. All vehicles shall be equipped with all standard equipment as specified by the manufacturer for this model. Al vehicles shall comply with the EPA Emission Standards, and all Motor Vehicle Safety Standards as established by the U.S. Department of Transportation regarding the manufacture of motor vehicles, and OSHA standards CFR 29 1910/1926.

The bidder understands that the bid covers a complete, fully operative unit, as specified by the purchase order and enclosures, including the mounting of all attachments and connections to the chassis.

D. TITLE, REGISTRATION, AND PLATES: All vehicles delivered under this contract shall be titled and registered by the successful bidder in accordance with Florida Statutes Chapters 319 and 320. Awarded bidder shall send any necessary form(s), which must be signed by an authorized representative of the Charlotte County Board of County Commissioners, with the vehicle upon delivery. Awarded bidder shall obtain necessary signature(s) and complete the title and registration process for the County, provide a 30-day temporary tag, and return a County license plate within twenty-five days of the delivery o each vehicle.

The County shall reimburse the Contractor for the actual fees involved in the title application, registration, and obtaining o new license plates as charged by the State of Florida. The cost shall be listed as a separate line item on the invoice presented for payment on each vehicle. Separate invoicing for this reimbursement will not be accepted.

NOTE: Charlotte County is self-insured; therefore, a "Proof of Insurance" form is not required.

TS-06 CRITERIA FOR AWARD: The award of this bid will be made to the lowest, responsive, responsible Bidder, who meets or exceeds the requirements of these specifications.

The County reserves the right to reject the bid proposal of any bidder who has previously failed to perform properly, or on time, contracts of similar nature; or who is not in a position to satisfactorily perform the contract. If, after bid opening, the lowest bidder is deemed non-responsible by the County, such bidder shall receive written notice from the County of this determination. The bidder shall have five (5) business days from the date of this notice to dispute the determination and to provide to the County any additional information it deems relevant regarding the bidder's responsibility. The County shall make a final determination regarding the bidder's responsibility at the time of award of the contract.

LIST OF AUTHORIZED MANUFACTURERS TO BE USED FOR DEALER INSTALLED OPTIONS includes, but is not limited to:
EFFECTIVE 10/01/2021

1. EMERGENCY AND WARNING LIGHTS:
   A. STROBE - NORTH AMERICAN SIGNAL COMPANY
   B. LIGHT BARS & MOUNTING BRACKETS - WHELEN
   C. CORNER INTERCEPT – NOVA ELECTRONICS
2. BEDLINERS:
   A. DURALINER
   B. RHINO LININGS
   C. LINEX SPRAY IN
3. TOOL BOXES:
   A. DELTA
   B. DAYTON
4. TRAILER HITCHES:
   A. DRAW-TITE
   B. REESE
5. LIFT GATES:
   A. TOMMY GATE
6. ALUMINUM DUMP BODY INSERTS:
   A. TRUCK CRAFT
   B. EZ DUMPER
7. UTILITY AND STAKE BODIES:
   A. KNAPHEIDE
   B. READING
   C. ROYAL
8. CRANES:
   A. AUTO-CRANE
   B. LIFT MOORE
9. DUMP AND FLAT BED DUMP HOISTS:
   A. VENCO CONVERSION HOISTS
   B. RUGBY
10. TRUCK AND VAN ACCESSORIES:
    A. SILVER SHIELD SYSTEMS
    B. TAILGATERS
    C. MASTERACK
    D. AMERICAN VANS
11. SERVICE & PARTS MANUALS (CD OR HARD COPY):
    A. HELMS PUBLISHING
12. LAP TOP MOUNTS
    A. KODIAK MOBILE CF31 IDOCK
    B. JOTTO DESK
13. REAR MOUNTED CAMERA
    A. ZONE DEFENSE

INSURANCE REQUIREMENTS
VEHICLES – ANNUAL CONTRACT
BID NO. 2021000541

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

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

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

1. **Commercial General Liability – Occurrence Form (CG 00 01)**
Policy shall include bodily injury, property damage, broad form contractual liability and Explosion, Collapse and Underground (XCU) coverage. The general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Minimum Requirements:

• General Aggregate	$ 500,000
• Each Occurrence	$ 500,000

a. The policy shall be endorsed to include the following additional insured language: "Charlotte County a political subdivision of the state of Florida and its officers, employees, agents and volunteers" shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor.
b. Contractor's subcontractors shall be subject to the same minimum requirements identified above.
c. Policy shall be endorsed for a waiver of subrogation against the Charlotte County.

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

Combined Single Limit (CSL)	$ 500,000

a. The policy shall be endorsed to include the following additional insured language: "Charlotte County a political subdivision of the state of Florida and its officers, employees, agents and volunteers" shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor"**.**
b. Contractor's sub-contractors shall be subject to the same minimum requirements identified in this section.
c. Policy shall contain a waiver of subrogation against the Charlotte County.

3. **Worker's Compensation and Employers' Liability**
Workers' Compensation
Employers' Liability

Each Accident, bodily injury or disease	$ 500,000

a. Policy shall contain a waiver of subrogation against the Charlotte County.
b. Projects on or along navigable waters an endorsement for US Longshoremen and Harbor Workers and Jones Act is required.

c. Contractor's sub-contractors shall be subject to the same minimum requirements identified in this section.

d. If the Contractor has no employees the Contractor must submit to the County the Workers Compensation Exemption from the State of Florida.

Additional Insured – All policies, ***except*** for the Workers Compensation shall contain endorsements naming the County its officers, employees, agents and volunteers as additional insured with respect to liabilities arising out of the performance of services contained herein. The additional insured endorsements' shall not limit the scope of coverage for the County to vicarious liability but shall allow coverage for the County to full extent provided by the policy, even if those limits exceed those required by this contract. Such additional insured coverage shall be at least as broad as Additional Insured(Form B endorsement form ISO, CG 20 10 11 85 or both CG 20 10 and CG 20 37 if later revisions used.

Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverage's to waive all rights of subrogation against the County, its officers, employees, agents and volunteers. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the County.

Policies Primary and Non-Contributory – For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the County, its officers, employees, agents and volunteers. Any insurance or self insurance maintained by the County, its officers, employees, agents or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the County or between the County and any other insured or additional insured under the policy.

Proof of Coverage - Prior to the commencement of performance of services the Contractor shall furnish to the County Purchasing Division Certificates of Insurance and amendatory endorsements or copies of the applicable policies. These certificates shall provide that such insurance shall not be terminated or expire without notice thereof in accordance with the policy provisions and Contractor shall maintain such insurance from the time the Contractor commences performance of services until completion of such services.

Acceptability of insurance carrier – Unless otherwise approved by Risk Management, Insurance shall be written by insurers authorized to do business in the State of Florida and with a minimum Best Insurance Guide rating of "A- VII".

Deductibles and Self-Insured Retention – Any and all deductibles or self-insured retentions in excess of $10,000 shall be declared to and approved by Risk Management. The County may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration and defense expenses within the deductible or retention.

Failure to Procure Coverage – In the event that any policy of insurance required under this contract does not comply with the requirements, is not procured or is cancelled and not replaced, the County has the right but not the obligation or duty to terminate the contract or obtain insurance if it deems necessary and any premiums paid by the County will be promptly reimbursed by the Contractor or County payments to the Contractor will be reduced to pay for County purchased insurance.

Insurance Review – Insurance requirements are subject to periodic review by the County. The Risk Manager or designee is authorized, but not required, to reduce, waive, or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced or is not needed to protect the interests of the County. In addition, if Risk Management determines that heretofore, unreasonably or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County's risk. Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual, or alleged, on part of the County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the par to the County.

SAFETY AND HEALTH REQUIREMENTS
VEHICLES – ANNUAL CONTRACT
BID NO. 2021000541

SH-01 HEALTH AND SAFETY PLAN: It shall be the responsibility of the Contractor to comply with OSHA, EPA, DOT and other applicable Federal and State of Florida laws, rules, regulations or other requirements. This includes, but is not limited to, 29 CFR 1926 (Safety and Health Regulations for Construction) and 1910 (Safety and Health Regulations for General Industry). Contractors are required to have a written Health and Safety Program that is jobsite specific. The elements of this written program shall be in accordance with OSHA 1926 and 1910. A list of program elements can be obtained from Charlotte County Risk Management.

The Contractor will designate a responsible member of his organization whose duty shall be the prevention of accidents at the site. This person shall be the Contractor's superintendent unless otherwise designated in writing by the Contractor to the Project Manager.

A copy of the Contractor's Health and Safety Plan will be submitted to Charlotte County at least 10 days prior to commencement of work. Contractor shall provide documentation that his employees and subcontractors received training (been informed of) on the Contractor's Health and Safety Plan. The Contractor will be responsible for conducting a site safety briefing for all visitors to the site. Documentation of these site safety briefings are to be maintained by the Contractor and made available to Charlotte County upon request.

Contractor will post, where appropriate, all necessary job-site Health and Safety notices. The Loss Control Coordinator will conduct unannounced job-site inspections during the course of the project. Minor safety violations may be addressed immediately with the onsite supervisor and Project Manager. Major safety violations will result in written notification to the Contractor and Charlotte County Department Director under which the project is being performed. Hazardous conditions that are considered by the Loss Control Coordinator to be immediately dangerous to life or limb will result in immediate stoppage of work until the hazardous conditions are corrected.

SH-02 ACCIDENTAL SPILLS: In the event of an accidental release or spill of chemicals or other hazardous materials the Contractor shall:

- Immediately take action as appropriate to contain the spill if this action can be taken without jeopardizing the health or safety of employees,
- Notify the Fire/EMS, or other entities as needed or required,
- Contact the Project Manager/Coordinator, and
- Contact Charlotte County Risk Management and Loss Control Coordinator.

The following phone numbers may be used in the event of an emergency:

Risk Management	941.764.4191
Environmental Health and Safety Manager	941.743.1381 (or Cell 941.223.5535)

SH-03 CONTROL OF FUGITIVE EMISSIONS: The Contractor shall take all reasonable precautions necessary to control fugitive emissions from the job site. Fugitive emissions include, but are not limited to: nuisance dust, chemical odors/vapors/gases, hazardous materials such as lead or asbestos, and noise. Where the product(s) or material(s) to be used by the Contractor has a permissible exposure limit (PEL) established by OSHA the Contractor shall take all reasonable steps to maintain emissions of the product(s) or materials below the OSHA PEL. To verify that emissions are maintained below the OSHA PEL, the Contractor shall monitor, or shall contract to have monitored, work area exposure conditions. Monitoring shall occur, at a minimum, during the start of work and whenever there is a change in procedure, process, or chemical or material used. If it is deemed not practical to maintain exposures below the PEL, the Contractor shall restrict access to all areas where exposures exceed the PEL to authorized personnel only.

A. ASBESTOS AND SUSPECT ASBESTOS CONTAINING BUILDING MATERIALS: Contractors shall, under no circumstances, damage or disturb suspect or known asbestos containing material (ACM) unless they are a licensed Florida Asbestos Abatement Contractor and have been specifically employed to perform asbestos repair or removal. It is the responsibility of the Contractor to provide his or her own asbestos awareness program in accordance with 29 CFR 1926.1101. Where required by Federal and State regulations, the Contractor is required to have asbestos surveys performed prior to any work that includes, but is not limited to, renovation, and demolition. The asbestos survey must be performed by a firm that is licensed in the State of Florida to perform such surveys. A copy of the asbestos survey shall be submitted to the County's project manager. Asbestos materials may not be used or installed in any Charlotte County facilities.

B. LEAD-CONTAINING BUILDING MATERIALS: Contractors that will disturb lead-containing building materials during the course of work shall take all necessary precautions to protect Charlotte County employees and the public from exposure to lead dust or contamination. These measures shall conform, at a minimum, to the OSHA requirements detailed in 29 CFR 1926.62 and applicable local, state and federal regulations. Where the Contractor is engaged in work in child-occupied facilities, such work shall be performed in accordance with 40 CFR 745, and clearance testing shall be performed by the Loss Control Coordinator or a licensed consultant at the conclusion of the project in accordance with the requirements of this regulation.

C. SAMPLING AND MONITORING RESULTS: The results of all personal and area monitoring and or other samples collected for health and safety compliance required by OSHA or any other state or federal regulatory agency shall be provided to Charlotte County.

BID FORM
VEHICLES – ANNUAL CONTRACT
BID NO. 2021000541

TO: Senior Division Manager - Purchasing
Board of County Commissioners
Charlotte County Administration Center
18500 Murdock Circle
Port Charlotte, Fl. 33948-1094

The undersigned, as bidder, does hereby declare that he has read the Request for Bids, Instructions to Bidders, Technica Specifications & Conditions, Insurance, Safety & Health Requirements, Bid Form, and any other documentation for

VEHICLES – ANNUAL CONTRACT

and further agrees to furnish all items listed on the attached Bid Form in accordance with the unit price(s) submitted. The above specified documents are herein incorporated into the Bid Form and shall be defined as the contract documents.

Please Note: For bid evaluation purposes, award will be based on the lowest total of the following vehicle and deale installed option purchases, calculated at the percentage discount (for vehicles) and percentage mark-up (for deale installed options) submitted by each bidder. These quantities and descriptions are not actual and may vary considerably. They are only given as a means of determining / calculating the lowest responsive, responsible bidder.

PERCENTAGE DISCOUNT OFF OF FORD FACTORY INVOICE (NEW VEHICLE PURCHASES) 4.27 **%**

PERCENTAGE MARK-UP ON DEALER INSTALLED OPTIONS 0.00 **%**

Reminder: From the date of the purchase order, the bidder shall have ninety (90) days to deliver (including acceptance) normal production vehicles and one hundred twenty (120) days to deliver (including acceptance vehicles with dealer installed options.

NOTE: In accordance with Florida Statues, Section 119.071(1)(b)2: Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.071(1)(b)2 and s. 24(a), Art. I of the State Constitution, excep as provided by Florida Statutes 255.0518, until such time as the agency provides notice of an intended decision or until 3(days after opening the bids, proposals, or final replies, whichever is earlier. Upon release of the intended decision, if you wish to obtain the quote results, you may do so by visiting our Website at http://purchasingbids.charlottecountyfl.gov/ unde "Purchasing Bids Online", document number 215414. No information regarding the submittal will be divulged over the telephone.

Name of Bidder: Bartow Ford Co

(This form to be returned)

If notified of the acceptance of this bid form, the undersigned agrees to execute a Contract for the stated compensation in the form as prescribed by the County, within the time constraints outlined in Instructions to Bidders.

The signature below is a guarantee that the Bidder will not withdraw his/her bid for a period of sixty (60) days after the scheduled time for opening the bids.

In accordance with section 287.135, Florida Statutes, the undersigned certifies that the company is not on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and does not have business operations in Cuba or Syria (if applicable) or the Scrutinized Companies that Boycott Israel List or is not participating in a boycott of Israel.

All contract documents (i.e.; performance and payment bond, cashier's check, bid bond) shall be in the name of "Charlotte County".

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

Addenda No. 1, Dated 7/28/2021; Addendum No. _____, Dated______ ; Addendum No. _____, Dated __________

Addendum No. _____, Dated______; Addendum No. _____, Dated______ ; Addendum No. _____, Dated __________

HOLD HARMLESS AGREEMENT: The bidding firm as indicated below, through the signing of this document by any authorized party or agent, indemnify, hold harmless and defend Charlotte County, a political subdivision of the State of Florida, its officers, agents, employees, and volunteers from all suits and actions, including attorney's fees and all costs of litigation and judgment of every name and description brought against the County as a result of loss, damage or injury to person or property by reason of any act or failure to act by the bidding firm, its agents, servants or employees.

Type of Organization (Please Check One): **Individual Ownership** _____ **Joint Venture** ______

Partnership _____ **Corporation** X

Name of Bidding Firm Bartow Ford Co

Mailing Address 2800 US Hwy 98 North

Location Address 2800 US Hwy 98 North

City & State Bartow FL **ZIP** 33830

Telephone: 813-477-0052 **Fax Number:** 863-535-1038 **E-mail:** thefordtruckguy@gmail.com

Signature of person authorized to bind the Company: Richard Weissinger

Print Name/Title of person authorized to bind the Company: Commercial Fleet Sales

Date: 08/10/22021

(This form to be returned)

SOURCE OF SUPPLY AND SUBCONTRACTORS

The following sources of supply and subcontractors shall be used for the **VEHICLES – ANNUAL CONTRACT** project. I bidder does not have a source of supply or subcontractor, insert "to be determined". When a source or subcontractor is determined, selection will be subject to County approval. (If not applicable, state N/A).

Source of Supply	Subcontractor(s)
1. EMERGENCY & WARNING LIGHTING	1. WHELEN / SOUNDOFF / FED SIG / NOVA / STAR
BEDLINERS	FORD / DURA LINER / RHINO LININGS / LINEX
2. TRAILER HITCH	2. FORD / DRAW TIGHT / REESE
UTILITY & STAKE BODIES	KNAPHEIDE / READING / PREMIER
3. CRANES	3. VENTURO / AUTO CRANE / LIFT MOORE
DUMP BODIES	KNAPHEIDE / RUGBY / VENCO / GODWIN
4. LIFTGATES	4. TOMMY GATE / WALTCO
TRUCK & VAN ACCESSORIES	MASTER RACK / RANGER / ARDIEN STEEL
5. LAP TOP MOUNTS	5. HAVIS / JOTTO / GAMBER
SERVICE & PARTS MANUALS	HELM PUBLISHING
REAR MOUNTED CAMERA	THIS IS NOW A FACTORY INSTALLED ITEM

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that Bartow Ford Co (name of business) does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 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. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Signature ______________________

Dated 08/10/2021

Name of Bidder: Bartow Ford Co

(This form to be returned)

BARTOW FORD
INTEGRITY • TRUST • HONESTY
Since 1948
We're Different & We'll Prove It!

8/10/2021

Charlotte County Purchasing Division
Kimberly A. Corbett, C.P.M., CPPB
Senior Division Manager - Purchasing
18500 Murdock Circle
Port Charlotte, Fl. 33948
RE: BID 2021000541, VEHICLES – ANNUAL CONTRACT

Bartow Ford will extend the Ford 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles on the following fleet vehicles for no additional charge:
- 2022 Model Year F-150 (Excluding Raptor)
- 2022 Model Year Super Duty (F-250 through F-600, pickups, and chassis cabs)
- 2022 Model Year F-59 Stripped Chassis
- 2022 Model Year F-53 Stripped Chassis
- 2022 Model Year Transit (Excluding E-Transit)
- 2022 Model Year Transit Connect
- 2023 Model Year E-Series

This limited powertrain warranty will be included in Bartow Ford's bid price for no additional charge. This extension applies to both gas and diesel powertrains.

If you have any questions or need any additional information, please feel free to contact me any time.

Respectfully yours
Richard Weissinger
Commercial Fleet Sales

BID FORM
VEHICLES – ANNUAL CONTRACT
BID NO. 2021000541

TO: Senior Division Manager - Purchasing
Board of County Commissioners
Charlotte County Administration Center
18500 Murdock Circle
Port Charlotte, Fl. 33948-1094

The undersigned, as bidder, does hereby declare that he has read the Request for Bids, Instructions to Bidders, Technical Specifications & Conditions, Insurance, Safety & Health Requirements, Bid Form, and any other documentation for

VEHICLES – ANNUAL CONTRACT

and further agrees to furnish all items listed on the attached Bid Form in accordance with the unit price(s) submitted. The above specified documents are herein incorporated into the Bid Form and shall be defined as the contract documents.

Please Note: **For bid evaluation purposes, award will be based on the lowest total of the following vehicle and dealer installed option purchases, calculated at the percentage discount (for vehicles) and percentage mark-up (for dealer installed options) submitted by each bidder. These quantities and descriptions are not actual and may vary considerably. They are only given as a means of determining / calculating the lowest responsive, responsible bidder.**

PERCENTAGE DISCOUNT OFF OF FORD FACTORY INVOICE (NEW VEHICLE PURCHASES) 4.27 %

PERCENTAGE MARK-UP ON DEALER INSTALLED OPTIONS 0.00 %

Reminder: From the date of the purchase order, the bidder shall have ninety (90) days to deliver (including acceptance) normal production vehicles and one hundred twenty (120) days to deliver (including acceptance) vehicles with dealer installed options.

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Name of Bidder: Bartow Ford Co

(This form to be returned)

SOURCE OF SUPPLY AND SUBCONTRACTORS

The following sources of supply and subcontractors shall be used for the **VEHICLES – ANNUAL CONTRACT** project. If bidder does not have a source of supply or subcontractor, insert "to be determined". When a source or subcontractor is determined, selection will be subject to County approval. (If not applicable, state N/A).

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DUMP BODIES	KNAPHEIDE / RUGBY / VENCO / GODWIN
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6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Signature ____________

Dated 08/10/2021

Name of Bidder: Bartow Ford Co

(This form to be returned)

Charlotte County Government

"To exceed expectations in the delivery of public services."

www.CharlotteCountyFL.gov

9/20/2021

Richard Weissinger, Commerical Fleet Sales
BARTOW FORD
2800 US Hwy 98 North
Bartow, FL 33830

RE: **NOTICE OF ACCEPTANCE**

Dear Mr. Weissinger:

This letter shall serve as notification of official acceptance by the Board of County Commissioners of your Bid No. 2021000541, Vehicles – Annual Contract, with your firm. The acceptance of your bid, properly executed by an authorized representative of the company, constitutes a binding contract.

Your signature below represents your concurrence with and acceptance of the terms set forth in this letter and bid submitted by your company on August 11, 2021. Please sign and return to this office by email @ alisa.true@charlottecountyfl.gov . Purchase Orders will be issued on an "as required" basis, and payment shall be made in accordance with the Local Government Prompt Payment Act of the Florida State Statutes.

The contract shall become effective immediately and shall remain in full force and effect through and including September 30, 2022, with option to renew for two additional one-year terms, by mutual consent.

If you have any questions or concerns, please do not hesitate to contact Alisa L. True, CPPB, Senior Contract Specialist, at 941-743-1549.

Yours truly,

Kimberly A. Corbett

Kimberly A. Corbett, C.P.M., CPPB
Senior Division Manager - Purchasing

ACCEPTED:

KAC/at

Richard Weissinger

Richard Weissinger, Commerical Fleet Sales

Date: 09/21/2021

cc: File

PURCHASING
18500 Murdock Circle, Suite 344 | Port
Charlotte, FL 33948
Phone: 941.743.1374 | Fax: 941.743.1384

BARTOW FORD
INTEGRITY•TRUST•HONESTY
Since 1948

October 25, 2022

City of Holly Hill
LT. Yates

	DESCRIPTION	
K8A	2023 Ford Interceptor Utility	
99B	3.3L V6 Direct-Injection (FFV) V-6 Engine	
44U	10 Speed Automatic Transmission	
86T	Rear Taillight Prep Package Pre-existing holes with standard twist lock sealed capability (does not include LED installed lights) eliminates need to drill housing assemblies	
43D	Dark Car Feature	
60A	Factory Grill, Lamp, Siren & Speaker Wiring	
51T	Factory Pillar Mounted LED Spotlight	
	Bluetooth	
55F	Remote Keyless Entry Key Fob	
76R	Reverse Sensing	
	Rear View Camera	
76P	Pre-Collision Assist w/Pedestrian Detection	
52T	Class III Trailer Tow Lighting Package Includes 4-pin and 7-pin connectors and wiring.	
	Factory Invoice	$45,820.00
	Government Price Concession Discount	$1,200.00
	4.27% Contract Discount	$1,905.27
	Whelen 55" Legacy Lightbar with FULL LED Takedown Lights WITH Amber Rear Traffic Advisor **(CUSTOMER SUPPLIED)**, Whelen Carbide Siren Controller, (1) 100 Watt Speaker, (1) Whelen Red MICRON Mounted in Grill Area, (1) Whelen Blue MICRON Mounted in Grill Area, Inner Edge RST DUO Rear Facing Bar 10 Head Red/Blue with Amber Traffic Advisor Mounted inside Rear Hatch Area, (2) Clear LED's Mounted in Headlights & (2) Mounted in Taillights, Wig Wag Headlight Flasher, (1) Whelen Red MICRON Mounted in Tag Area, (1) Whelen Blue MICRON Mounted in Tag Area, 2 Whelen SOLO 5 Module Tracers R/B/R/B/R, Rear Taillight Flasher, Havis C-VS-1012-INUT-1 Angled Console with Dual Cup Holder & C-ARM-103 Arm Rest, C-OHC-INUT-1 Overhead Console 11" Slide Out Locking Swing Arm with Motion Adapter with UT1001 Standard Laptop Mount & Lock, 50/50 Wire Mesh & Poly Window Cage Front Partition, Rear Window Bars, Molded Rear Prisoner Seat with Outboard Buckling Seat Belts Intergraded Mesh Rear Cargo Barrier, Universal Dual Weapons Mounted in Recess Area of Partition, Raised Rear Weapons Vault, Holly Hill POLICE Graphics, Bartow Ford Custom Installation.	$10,396.00
	Yellow CITY Tag	$119.85
		$0.00
	TOTAL PURCHASE AMOUNT PER UNIT	$53,230.58

Pricing in accordance with the Charlotte County contract # 2021000541

If you have any questions or need any additional information please feel free contact me anytime.

Sincerely Yours,
Richard Weissinger
Commercial Fleet Sales
Direct Line (813) 477-0052
Fax (863) 533-8485

2

October 25, 2022

BARTOW FORD
INTEGRITY•TRUST•HONESTY
Since 1948

City of Holly Hill
LT. Yates

	DESCRIPTION	
K8A	2023 Ford Interceptor Utility	
99B	3.3L V6 Direct-Injection (FFV) V-6 Engine	
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43D	Dark Car Feature	
60A	Factory Grill, Lamp, Siren & Speaker Wiring	
65U	Interior Upgrade Package	
	Bluetooth	
55F	Remote Keyless Entry Key Fob	
76R	Reverse Sensing	
	Rear View Camera	
76P	Pre-Collision Assist w/Pedestrian Detection	
52T	Class III Trailer Tow Lighting Package Includes 4-pin and 7-pin connectors and wiring.	
64E	18" Painted Aluminum Wheels	
	Factory Invoice	$46,240.00
	Government Price Concession Discount	$1,200.00
	4.27% Contract Discount	$1,923.21
	Whelen Inneredge Lightbar with LED Takedown Lights, Whelen 295SLSA6 Siren Controller, (1) 100 Watt Speaker, (1) Whelen ION Red Mounted in Left Grill Area, (1) Whelen ION Blue Mounted in Right Grill Area, (1) Whelen ION Red Mounted in P/S Rear 1/4 Glass, (1) Whelen ION Blue Mounted in D/S Rear 1/4 Glass, Inner Edge RST DUO Rear Facing Bar 10 Head Red/Blue with Amber Traffic Advisor Mounted inside Rear Hatch Area, (2) Clear LED's Mounted in Headlights & (2) Mounted in Taillights, Wig Wag Headlight Flasher, 2 Whelen SOLO 5 Module Tracers R/B/R/B/R, Rear Taillight Flasher, Bartow Ford Raised Rear Weapons Vault, Bartow Ford Custom Installation.	$7,405.00
	Yellow CITY Tag	$119.85
		$0.00
	TOTAL PURCHASE AMOUNT PER UNIT	**$50,641.64**

Pricing in accordance with the Charlotte County contract # 2021000541

If you have any questions or need any additional information please feel free contact me anytime.

Sincerely Yours,

Richard Weissinger
Commercial Fleet Sales
Direct Line (813) 477-0052
Fax (863) 533-8485

2800 US Hwy North
Bartow, Florida 33830

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE:	**November 8, 2022**
FROM:	**Susan Lincoln**
SUBJECT:	**A Resolution of the City of Holly Hill, Florida, Amending the Fiscal Year 2022-2023 Annual Operating Budget, Appropriating Open Encumbrances and Project Carry Over Funds from the Fiscal Year 2021-2022 to the Fiscal Year 2022-2023 Budget; Setting Forth Revenues and Expenditures; Providing for Severability; and Providing for an Effective Date.**
NUMBER:	**2022-R-88**
APPLICANT:	
PLANNER:	

DISCUSSION:

The City of Holly Hill issued Purchase Orders and Projects prior to the commencement of Fiscal year 2023 on October 1, 2022 which were incomplete at that time.

This Resolution will carryover budget funds into the new fiscal year to fund the Purchases and Projects that began in the prior fiscal year but were incomplete on September 30, 2022.

FISCAL ANALYSIS:

There are sufficient funds for this request. All fund balances reserve requirements are at the appropriate level.

STAFF RECOMMENDATION:

Approve Resolution as submitted by staff.

COMMISSION GOAL:

Goal #1: Develop and maintain a sound and sustainable financial plan for the city that establishes sufficient reserves for all funds, ensures (whenever possible) that user fees pay for services rendered, provides a realistic capital improvement program, and encourages public/private sector partnerships and intergovernmental partnerships.

MOTION:

APPROVE AMENDING THE FISCAL YEAR 2022-2023 ANNUAL OPERATING BUDGET, APPROPRIATING OPEN ENCUMBRANCES AND PROJECT CARRY OVER FUNDS FROM THE FISCAL YEAR 2021-2022 TO THE FISCAL YEAR 2022-

2023 BUDGET; SETTING FORTH REVENUES.

ATTACHMENTS:

- Carryover revenues FY22 to 23 FINAL (PDF)
- Carryover Expenses Detail FY22 to 23 (PDF)
- EXHIBIT A - FY23 FINAL BUDGET RESOLUTION (PDF)

Resolution No. 2022-88

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE FISCAL YEAR 2022-2023 ANNUAL OPERATING BUDGET, APPROPRIATING OPEN ENCUMBRANCES AND PROJECT CARRY OVER FUNDS FROM THE FISCAL YEAR 2021-2022 TO THE FISCAL YEAR 2022-2023 BUDGET; SETTING FORTH REVENUES AND EXPENDITURES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE FISCAL YEAR 2022-2023 ANNUAL OPERATING BUDGET, APPROPRIATING OPEN ENCUMBRANCES AND PROJECT CARRY OVER FUNDS FROM THE FISCAL YEAR 2021-2022 TO THE FISCAL YEAR 2022-2023 BUDGET; SETTING FORTH REVENUES AND EXPENDITURES AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill has certain Purchase Orders issued encumbering funds and projects initiated prior to the fiscal year commencing October 1, 2022, which remain incomplete and will carryover from fiscal year 2021-2022 into the ensuing fiscal year; and

WHEREAS, the City of Holly Hill City Commission adopted Resolution 2022-R-75 approving the Annual Operating Budget for Fiscal Year 2022-2023; and

WHEREAS, the City of Holly Hill City Commission desires to appropriate the necessary carryover funds for continuation and completion of certain City operations and continuing projects and to set forth and appropriate certain revenues and expenses.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. BUDGET AMENDMENT. The project carryover funds and funds encumbered with open Purchase Orders are hereby appropriated as set forth in Composite Exhibit A. attached hereto, which reflects revenues and corresponding expenditures for the designated projects for fiscal year 2019-2020 budget.

SECTION 2. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 3. EFFECTIVE DATE. The Budget item adopted in the preceding section shall govern the expenditures relating to operations and projects for the City during the current fiscal year effective October 1, 2022 through September 30, 2023. This Resolution shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 8th day of NOVEMBER, 2022.

FY2022 Carryover Revenue Budgets to FY2023

GL Account	FY2022 Balance	Description
001-0000-389-1000	384,229	Prior Year Carryover
Fund 001 Total	**384,229**	
002-0000-331-5010	98,055	CDBG
002-0000-389-1000	939,167	Prior Year Carryover
Fund 002 Total	**1,037,222**	
004-0000-389-1000	1,100	Prior Year Carryover
Fund 004 Total	**1,100**	
130-0000-389-1000	3,834,443	Prior Year Carryover
Fund 130 Total	**3,834,443**	
135-0000-389-1000	893,963	FOUNTAIN HEAD INCENTIVES
Fund 135 Total	**893,963**	
139-0000-389-1000	6,232,232	Prior Year Carryover
Fund 139 Total	**6,232,232**	
301-0000-331-5200	186,101	FEMA
301-0000-334-5200	10,339	FEMA STATE PORTION
301-0000-389-1000	5,950,134	Prior Year Carryover
Fund 301 Total	**6,146,574**	
400-0000-389-1000	6,524,942	Prior Year Carryover
Fund 400 Total	**6,524,942**	
407-0000-389-1000	2,239,361	Prior Year Carryover
Fund 407 Total	**2,239,361**	
460-0000-389-1000	35,717	Prior Year Carryover
Fund 460 Total	**35,717**	
461-0000-389-1000	2,281,298	Prior Year Carryover
Fund 461 Total	**2,281,298**	
495-0000-389-1000	210,686	Prior Year Carryover
Fund 495 Total	**210,686**	
Total	**29,821,767**	

Attachment: Carryover revenues FY22 to 23 FINAL (2022-R-88 : Budget Resolution Carry Over Funds from FY21-22 to FY22-23)

City of Holly Hill
Carryover Expense Budget
Fiscal Year ending 9/30/2022 into Fiscal Year 2023

Project Number	Fund	DepT	Func #	Object	Department Description	Name	Current Budget	Activity	Budget Remaining	Carryover	Notes	Project Name
	001	1201	514	3101	CITY MANAGER	PROFESSIONAL SERVICES	100,000.00	58,177.28	41,822.72	10,666.00	2 months for Rick Hamilton and Lobbyist	
	001	1301	513	1200	FINANCE/ACCOUNTING	REGULAR SALARIES & WAGE	441,274.00	381,640.72	59,633.28	59,600.00	Leave Payouts	
	001	1301	513	3200	FINANCE/ACCOUNTING	ACCOUNTING & AUDITING	73,950.00	63,510.00	10,440.00	10,440.00	GASB 87 and 96 engagement	
	001	1301	513	3400	FINANCE/ACCOUNTING	OTHER SERVICES	20,474.00	8,618.48	11,855.52	11,000.00	Tyler Training	
	001	1301	513	5501	FINANCE/ACCOUNTING	TRAINING & EDUCATION COST	2,190.00	706.00	1,484.00	1,400.00	CPE for Tim Curtin	
	001	1303	513	3400	FINANCE/CUSTOMER SERV	OTHER SERVICES	109,450.00	97,351.62	6,732.13	5,367.00	PO 220181 Insite fees for IVR & Autopay for Tyler Technologies	
21TYLR-Q	001	1306	516	4611	INFORMATION TECHNOLOGY	MAINTENANCE CONTRACTS	187,967.00	183,095.55	7,808.45	7,808.45	PO 210160 Tyler hosted software	
	001	1306	516	5202	INFORMATION TECHNOLOGY	COMPUTERS	54,150.00	25,044.65	29,105.35	29,105.35	Computer needs for City	
	001	1310	513	1200	HUMAN RESOURCES	REGULAR SALARIES	159,300.00	93,051.80	66,248.20	66,000.00	Leave Payouts	
	001	1310	513	3101	HUMAN RESOURCES	PROFESSIONAL SERVICES	45,500.00	36,430.20	9,069.80	9,069.80	Recruitment services	
	001	2110	521	4400	POLICE DEPARTMENT	RENTALS & LEASES	19,700.00	2,149.29	1,650.71	15,900.00	LPR Readers	
	001	2110	521	5250	POLICE DEPARTMENT	FUEL & OIL SUPPLIES	84,000.00	83,502.95	497.05	1,000.00		
	001	2210	522	3101	FIRE DEPARTMENT	PROFESSIONAL SERVICES	2,480.00	620.00	1,860.00	1,860.00	ALS Vehicle Permit	
	001	2410	524	5501	PLANNING & CODE ENFORCE	TRAINING & EDUCATION COST	1,900.00	975.00	925.00	925.00	CE Animal Control Cert	
	001	4141	541	4601	ROADS & STREETS	REPAIRS & MAINTENANCE	14,515.00	8,684.87	0.13	3,380.00	PO 220244 Better Barricades for Striping at Sunrise Park	
	001	4141	541	4910	ROADS & STREETS	OTHER CHARGES	199,290.00	89,829.36	94,568.34	14,892.30	PO 220218 FPL agreement for replacement of lightning fixtures	
	001	4141	541	4920	ROADS & STREETS	TREE REMOVAL	12,400.00	2,865.00	9,535.00	9,535.00	Tree removal	
	001	4172	572	3420	BLDG & GRNDS/FACILITIES	LANDSCAPING SERVICES	117,000.00	90,583.72	1,466.28	24,950.00	PO 220211 Big Value Garden for landscaping improvements at Pictona	
	001	4172	572	4601	BLDG & GRNDS/FACILITIES	REPAIRS & MAINTENANCE	182,365.00	89,815.55	89,910.45	2,139.00	PO 220252 Partitions for Restrooms @ Police Statoin	
	001	4172	572	4611	BLDG & GRNDS/FACILITIES	MAINTENANCE CONTRACTS	4,000.00	2,000.00	-	2,000.00	PO 220056 City Hall Air Conditioning	
22CE01 and 22ST01Q	001	8110	580	6400	NON-DEPARTMENTAL	MACHINERY & EQUIPMENT	404,480.00	298,103.68	55,804.43	50,571.89	PO 220150 $20,782.40 and PO 220187 $29,789.49	
	001	8110	589	9910	NON-DEPARTMENTAL	CONTINGENCY	46,619.00	-	46,619.00	46,619.00	Contingency Reserve for Radios	
	001 Total									**384,228.79**		
22ST03M	002	8110	580	4601	NON-DEPARTMENTAL	REPAIRS & MAINTENANCE	1,078,000.00	40,778.05	982,644.37	1,037,221.95	PO220152 and Paving Program	
	002 Total									**1,037,221.95**		
	004	2415	524	5400	BLDG & FIRE INSPECTION	BOOKS/PUBL/SUBSCR/MEMBERS	2,900.00	1,741.00	1,159.00	1,100.00	Fire Marshal code updates	
	004 Total									**1,100.00**		
	130	2110	521	5250	POLICE DEPARTMENT	FUEL & OIL SUPPLIES	10,000.00	5,388.51	4,611.49	1,000.00	June and Sept Fuel Invoices	
	130	4173	572	3400	ADULT CTR/PICKLEBALL	OTHER SERVICES	84,000.00	61,877.35	1,915.15	20,207.50	PO 220132 Pictona Mgt	
	130	8110	581	0139	NON-DEPARTMENTAL	TRANSFER TO CRA CAPITAL	5,113,235.00	1,300,000.00	3,813,235.00	3,813,235.00		
	130 Total									**3,834,442.50**		
	135	8110	589	8200	NON-DEPARTMENTAL	PRIVATE ORG. GRANTS/CONTRI	508,419.00	166,576.85	341,842.15	341,842.15		
	135	8110	589	9910	NON-DEPARTMENTAL	CONTINGENCY	552,120.00	-	552,120.00	552,120.00		
	135 Total									**893,962.15**		
	139	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE	8,885,732.00	2,879,659.37	5,227,090.32	6,006,072.63	Pictona Phase II, OH to UG	
	139	8110	589	9910	NON-DEPARTMENTAL	CONTINGENCY	226,159.00	-	226,159.00	226,159.00	Reserve for future	
	139 Total									**6,232,231.63**		
	301	8110	580	6200	NON-DEPARTMENTAL	BUILDINGS	3,083,000.00	42,828.54	2,869,137.73	3,040,171.46	Public Works Building and YMCA rood	
	301	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE	3,331,355.00	759,989.02	1,777,183.28	2,571,365.98	Veterans Monument, Sunrise Park North - Southern Bulkhead	
	301	8110	580	6400	NON-DEPARTMENTAL	MACHINERY & EQUIPMENT	862,185.00	381,376.53	127,482.52	480,808.47	Tyler, Fire Truck, AC Units	
	301	8110	589	9910	NON-DEPARTMENTAL	CONTINGENCY	54,228.00	-	54,228.00	54,228.00	Reserve for future	
	301 Total									**6,146,573.91**		
	400	3010	533	3101	PUBLIC WORKS - WATER	PROFESSIONAL SERVICES	36,309.00	27,183.41	4,084.34	4,946.77	220121 Mead and Hunt	
	400	3010	533	3400	PUBLIC WORKS - WATER	OTHER SERVICES	91,330.00	62,858.04	26,441.13	2,030.00	PO 220078 Badger Meter	
	400	3010	533	5201	PUBLIC WORKS - WATER	OPERATING SUPPLIES	227,000.00	204,793.87	5,719.35	16,486.78	PO220015 Ferguson Waterworks; PO220034 Dave Symonds	
	400	3010	533	5250	PUBLIC WORKS - WATER	FUEL & OIL SUPPLIES	30,500.00	23,800.77	76.37	6,622.86	PO 220173 Petroleum Traders	
	400	3020	535	3101	PUBLIC WORKS - SEWER	PROFESSIONAL SERVICES	83,982.00	46,830.43	16,832.57	20,319.00	PO 22033 Pace Analytics	
	400	3020	535	4601	PUBLIC WORKS - SEWER	REPAIRS & MAINTENANCE	397,696.00	193,754.00	180,651.00	23,291.00	PO 220233 Barney's Pump; 220248 Hydra Services; 220250 GSM Engineering; 220251 Water Treatment Controls	
	400	3020	535	4650	PUBLIC WORKS - SEWER	FLEET CHARGES	15,000.00	4,428.99	3,580.73	6,990.28	PO 220223 Tradewinds Power Corp	

City of Holly Hill
Carryover Expense Budget
Fiscal Year ending 9/30/2022 into Fiscal Year 2023

Project Number	Fund	DepT	Func #	Object	Department Description	Name	Current Budget	Activity	Budget Remaining	Carryover	Notes	Project Name
	400	3020	535	5201	PUBLIC WORKS - SEWER	OPERATING SUPPLIES	326,100.00	219,567.33	103,403.82	3,128.85	PO 220120 C& S Chemicals	
	400	3020	535	5250	PUBLIC WORKS - SEWER	FUEL & OIL SUPPLIES	40,200.00	33,508.41	68.73	6,622.86	PO 220173 Petroleum Traders	
22WW08	400	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE	6,189,048.00	36,696.90	5,453,048.00	6,152,351.10	3 BTU 22WW08	
	400	8110	589	9910	NON-DEPARTMENTAL	CONTINGENCY	282,152.00	-	282,152.00	282,152.00	Radio and Contingency Reserve	
	400 Total									**6,524,941.50**		
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			21WW03	17,023.49	PO 210056	LS#5
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			21WA03E	850.00	PO 210121	Chlorine Canopy Replacement
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			21WW03	239,600.00	PO 210153	LS#5
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			21WW04E	24,424.00	PO 210154	LS#19 Engineering
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			21WA05I	151,560.65	PO 210155	3rd Street Water Main Improv
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			21WW09	24,112.96	PO 210165	LS#20 Engineering
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			21WW05E	8,938.65	PO 210166	Sand Filter WWTP Engineering
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			21WA06E	20,535.05	PO 210170929	Clearwill Transfer
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			22WW07E	3,300.00	PO 220143	LS#11 Engineering
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			22WA02I	186,500.00	PO 220151	WTP Softner #1
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			21WA03E	17,084.49	PO 220176	Chlorine Canopy Replacement
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			22WW05E	53,020.00	PO 220213	LS#4
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			22WW06E	37,865.00	PO 220219	Centinnel Park Reuse Main Ariel
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			21WA03I	298,000.00	PO 220220	WTP Chlorine Canopy Replace
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			22WW06E	14,480.00	PO 220221	Golf Course
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			22WA04I	23,683.80	PO 220241	Sample Station Installations
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			22WW03I	113,997.17	PO 220245	Assess & Prioritize Manholes
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			22WW07C	75,222.50	PO 220246	LS#11 Replace forcemain piping
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			21WW04C	468,780.00	PO 220256	LS #19
	407	8110	580	6300	NON-DEPARTMENTAL	INFRASTRUCTURE			21WW09C	355,780.00	PO 220257	LS #20
	407	8110	589	9910	NON-DEPARTMENTAL	CONTINGENCY	104,603.00	-	104,603.00	104,603.00	Contingency Reserve	
	407 Total									**2,239,360.76**		
	460	3080	538	4601	STORMWATER	REPAIRS & MAINTENANCE	49,439.00	21,212.07	16,672.19	11,554.74	PO 220216 Lake Doctors Hallman Pond Replacement $5,054.74; PO 220247 Sunrise Park S Fill & Abandom Stormwater Pipe $ 6,500.	
	460	8110	589	9910	NON-DEPARTMENTAL	CONTINGENCY	24,162.00	-	24,162.00	24,162.00	Contingency for Radios	
	460 Total									**35,716.74**		
	461	8110	580	6300	NON-DEPARTMENTAL	OTHER USES / INFRASTRUCTURE	2,572,270.00	247,009.37	2,281,297.84	2,281,297.84		
	461	8110	580	6300	NON-DEPARTMENTAL	OTHER USES / INFRASTRUCTURE			22SW04E	PO 210092	Mirage Pond Drainage	Mead and Hunt
	461	8110	580	6300	NON-DEPARTMENTAL	OTHER USES / INFRASTRUCTURE			22SW02E	PO 220039	Tidal Backflow Preventers	Mead and Hunt
	461 Total									**2,281,297.84**		
	495	3040	534	3400	SOLID WASTE	OTHER SERVICES	2,158,200.00	1,967,469.33	47,595.13	143,135.54	PO 22067 Waste Pro	
	495	8110	589	9910	NON-DEPARTMENTAL	CONTINGENCY	67,550.00	-	67,550.00	67,550.00	Contingency	
	495 Total									**210,685.54**		
	Grand Total									**29,821,763.31**		

Exhibit "A"

FINAL FY 2022-2023 BUDGET

REVENUES AND EXPENSES FY 2022 - 2023	REVENUE	EXPENSE
001 - GENERAL FUND	$ 384,229	$ 384,229
002 - LOGT 2nd	$ 1,037,222	$ 1,037,222
004 - BUILDING AND ZONING	$ 1,100	$ 1,100
130 - CRA	$ 3,834,443	$ 3,834,443
135 - CRA FOUNTAIN HEAD	$ 893,963	$ 893,963
139 - CRA CAPITAL PROJECTS	$ 6,232,232	$ 6,232,232
301 - GENERAL CAPITAL PROJECTS	$ 6,146,574	$ 6,146,574
400 - WATER & SEWER	$ 6,524,942	$ 6,524,942
401 - WATER IMPACT FEES	$ -	$ -
402 - SEWER IMPACT FEES	$ -	$ -
407 - WATER & SEWER R & R	$ 2,239,361	$ 2,239,361
409 - WATER & SEWER RESERVES	$ -	$ -
460 - STORMWATER	$ 35,717	$ 35,717
461 - STORMWATER CAPITAL	$ 2,281,298	$ 2,281,298
495 - SOLID WASTE	$ 210,686	$ 210,686
605 - POLICE EXPLORERS	$ -	$ -
TOTAL ALL FUNDS:	$ 29,821,767	$ 29,821,767