

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA • NOVEMBER 10, 2015

City Commission Chamber

Regular City Commission Meeting

7:00 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
John Penny

District 1 - Commissioner
Arthur J. Byrnes

District 3 - Commissioner
John F. Capers

District 2 - Commissioner
Penny Currie

District 4 - Commissioner
Elizabeth Albert

CITY MANAGER
Joseph Forte

CITY CLERK
Valerie Manning

1. CALL TO ORDER

- A. Roll Call
- B. Invocation
- C. Pledge of Allegiance to the Flag

2. PRESENTATION

- 1. Commercial Solid Waste Audit
(Requested by Kurt Swartzlander, Finance)

3. RECESS THE CITY COMMISSION MEETING & CONVENE AS THE CRA**4. PUBLIC PARTICIPATION**

Pursuant to Florida Law, the public has a right to be heard on all propositions, except when the City Commission is acting on ministerial or emergency matters, or conducting a meeting exempt from Section 286.011, Florida Statutes. Public comment time on propositions shall be five (5) minutes. The public will be provided the opportunity to be heard on non-agenda matters at the end of the meeting only if the 45 minute allotted time at the beginning of the meeting has come to a close. Proper decorum will be observed.

5. CRA AGENDA ITEMS

- 1. Re-Roof the Market Phase I
(Requested by Mark Juliano, Public Works)
- 2. US1 Trash Receptacles
(Requested by Kurt Swartzlander, Finance)
- 3. Resolution 1225 : CRA Master Plan Update - Financial Incentives
(Requested by Joseph Forte, City Manager)

6. ADJOURN AS THE CRA & RECONVENE THE CITY COMMISSION MEETING**7. APPROVAL OF MINUTES**

- 1. Minutes - October 27, 2015 - Regular City Commission Meeting
(Requested by Valerie Manning, City Clerk)

8. CONSENT AGENDA - ITEMS (1-4)

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. Fire Department Breathing Apparatus Purchase
(Requested by Valerie Manning, City Clerk)

2. US1 Trash Receptacles
(Requested by Valerie Manning, City Clerk)
3. Re-Roof the Market Phase I
(Requested by Valerie Manning, City Clerk)
4. Police Department - Purchase of Used Patrol Vehicles
(Requested by Steve Aldrich, Police)

9. REGULAR AGENDA

1. Resolution General Engineering Services Contracts
(Requested by Mark Juliano, Public Works)

10. PUBLIC HEARING

1. Resolution A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Final Budget for the City of Holly Hill for the Fiscal Year 2014-2015; and Providing for Severability; and Providing for an Effective Date.
(Requested by Kurt Swartzlander, Finance)

11. COMMUNICATIONS

- a. City Manager & Staff Reports
- b. City Attorney
- c. Mayor's Report
- d. District Commissioners Reports

12. 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 10, 2015
FROM: Kurt Swartzlander
SUBJECT: Commercial Solid Waste Audit
NUMBER: (ID # 1216)
APPLICANT:
PLANNER:

DISCUSSION: In April of 2015 the City contracted with Redman Consulting Group, Inc. To perform an audit to insure the City, Waste Management, and the Commercial customers were uniform in the services being provided and the charges associated with those services. This is a presentation of the findings from the completed audit.

Attached are the audit findings of Redman Consulting Group, Inc and the City and Waste Management research based on the RCG findings.

FISCAL ANALYSIS: Corrections were made to the City Billings to our customers and Waste Management made adjustments to billings on their end. Please see attached City report for billing changes.

STAFF RECOMMENDATION: Staff will develop guidelines for periodic checks of accounts to verify accuracy of solid waste commercial container billings and physical inventory.

COMMISSION GOAL:

MOTION: None Required

- Solid Waste Commercial Container Audit (PDF)

- bill redman audit city research (XLSX)

To: City of Holly Hill Financial Department

Date: June 30, 2015

Solid Waste
Commercial Container Billing Audit

PREPARED BY
REDMAN CONSULTING GROUP, INC.

Distribution List:

Joseph Forte, City Manager
Kurt Swartzlander, Finance Director
Jacki Masawi: Public Works Director

Attachment: Solid Waste Commercial Container Audit (1216 : Commercial Solid Waste Audit)

Table of Contents

Section 1

Background

Purpose

Scope of Work

Objectives

Methodology

Results

Recommendation

Action Plan

Conclusion

Section 2

Report of inconsistencies between City of Holly Hill and
Waste Management

Section 3

Report of additional randomly selected accounts for verification

Section 4

Waste Management route sheets

BACKGROUND:

The City of Holly Hill utility billing department has the task of billing the solid waste charges to each residential and commercial customer with the water consumption bill monthly. The billing reflects the water charges and the collection cost and disposal of solid waste, recycling, yard waste and bulk items to be paid by the customer to the City. The City then has the responsibility to compensate the City's contracted waste collection contractor for those services provided. The City has contracted with Waste Management, Inc. of Florida to provide these services and in turn Waste Management, Inc. of Florida submits monthly billing to the City for payment of the services they provide to the City's residential and commercial customers.

PURPOSE:

In reviewing the history and records of the City's payments to Waste Management, Inc. of Florida, the City has never performed nor contracted with an outside company to perform an external audit of the commercial customer collection services carried out by Waste Management, Inc. of Florida. The City and Waste Management, Inc. of Florida could not verify if the City's commercial customers were actually receiving the services the City was billing and the City could not verify if the commercial customer were receiving the services which Waste Management, Inc. of Florida was billing the City. Therefore, the City had the need to have a professional commercial waste audit performed to insure the City the waste collection contractor and the commercial customers were uniform in what services were being delivered and the City was billing the commercial customer for the actual services being provided and the City was actually paying the contractor for the proper services actually being delivered. As the firm who oversees the contract for compliance, Redman Consulting Group, Inc. has the knowledge, background, manpower and internal capabilities to provide such audits for municipalities and our firm was engaged by the City with Commission approval to conduct the commercial container services audit.

SCOPE OF WORK:

The scope of work performed by Redman Consulting Group, Inc. for the commercial container audit required obtaining a list of the City's commercial billing by customer including the type of services and frequency being billed. Also included was a list of Waste

Management's customer billing with the type of services and frequency together with their route sheets for comparison of accounts to each commercial customer.

Once all the paperwork is received the accounts are physically checked in the field. The City accepted and approved Redman Consulting, Group, Inc. proposal "B" which was to initially take a sampling of thirty percent (30%) of the commercial customers to evaluate and identify any discrepancies and billing errors within the City's billing department as well as any discrepancies which did not match up with what the City was paying Waste Management.

OBJECTIVES:

Compare a compilation of the City billing with Waste Management billing and physically go to the customer for additional verification of the account.

The audit was to evaluate the controls and processes to achieve key business objectives: insuring all three segments of this process are correct with its billing by the City to the commercial customers, the City is receiving the proper amounts of payments from the commercial customers, the commercial customers are receiving the actual services they are being billed, and finally to insure the City is paying the City's waste collection contractor the proper amounts for the correct collection services being delivered to the commercial customers by the contractor.

METHADODOLOGY:

Redman Consulting Group, Inc. received the City's commercial billing list of all commercial customers, Waste Management's commercial customer billing list and their commercial route sheets. The commercial route sheets show exactly what account the collection contractor picks up daily and what service is being provided by container type, size and frequency. Redman Consulting Group then loaded each of these files into our computer program which ran a comparative list identifying those accounts which did not match up. This list gave us the initial list of non compatible accounts which then developed the spread sheets to go into the field for a physical site visit and customer contact. From this list RCG personnel went to each location verifying and making corrections and notations of what was actually at the site of the commercial customer checking type of container, size of container in addition to customer contact verbally questioning the customers frequency of services being delivered.

Once the field inspections and comparisons were accomplished each was then again double cross checked by using computer Google earth imaging of each site to view the site and the type of container on site and again cross checking results with the actual route sheets from the waste collection contractor driver sheets of daily services to each commercial customer. Therefore giving us the end results of any and all discrepancies and billing errors.

RESULTS:

Redman Consulting Group, Inc. personnel visited 232 out of 772, representing 30% of commercial customer accounts at each physical site to verify the type of container by size was actually on site and personally visited with each of the 232 commercial customers to insure we obtained accurate information as to the frequency of services being delivered. Of those 232, accounts we found 15% of the 772 or 116 accounts which require billing adjustments either reducing billing or increasing billing which is identified in the attached spreadsheet report. The amount of commercial customers which need to be reduced in billing are approximately 3% of 772 or a total of 26 accounts and the number of commercial accounts which need to be increased in billing are approximately 3.99% of 772 or a total of 30 accounts. This report also identifies those accounts which the City is being billed incorrectly by Waste Management, Inc. of Florida which are identified in the attached spreadsheet report.

RECOMMENDATION:

The City should update their billing for the commercial customer accounts as shown in the attached spreadsheet report and develop and implement procedures going forward with cross check procedures between the City's finance department, utility billing department and Waste Management, Inc. of Florida to insure all parties involved are billing and paying for the actual services being delivered. Once these procedures are in place the City should periodically prepare a sampling of commercial customers for cross checking billing against services being delivered both internally and field visits.

ACTION PLAN:

Identify those individuals within the City who would be responsible for each segment of the policy and procedure and provide guidelines for each and implement a reporting process which would include a periodic, such as monthly or quarterly, report from the responsible personnel of all actions for change of services or implementations of services as it relates to the commercial sector within the City. Good Controls are a must and when implemented the City will reap the benefits.

CONCLUSION:

The City seems to be in fair condition given the long length of time no such audit has been performed. Once the City makes the recommended changes in its billing to the commercial customers and the recommended adjustments of payments to the City's waste collection contractor, Waste Management, Inc. of Florida and implements a firmer control system within the utility billing department and public works department it will be in a strong position to keep tighter controls on this area of services. The City should be able to feel comfortable in the future to periodically accomplish a minor field audit with City personnel in a short amount of time with very little use of City manpower and man hours. This should be done at least on a quarterly basis with a report which would be delivered to the Manager of the utility billing and the finance director therefore giving the City the comfort in knowing the City is paying correctly, collecting correctly and the commercial customer is receiving the services they are being billed for and paying for and the City is paying the contractor for those actual services being delivered to the commercial customer by waste collection contractor

Section 2

The spreadsheets contained in this section represent a compilation of the City of Holly Hill's billing and Waste Management's billing.

Holly Hill is represented in black and Waste Management is represented in red. Redman Consulting Group's comments are represented in blue.

Each and every account represented in this report was visited by personnel of Redman Consulting Group.

1. Some accounts could not be found or were out of business.
2. Accounts only represented in black we are assuming Waste Management is not billing the City for these accounts.
3. Accounts only represented in red we are assuming Waste Management is billing the City but the City is not billing the customer.
4. Each account has an explanation of the inconsistency that was discovered.

HH LOC	CUSTOMER_NAME	#	STREET	QTY	DESCRIPTION	AMT
	HOLLY HILL IN BLACK					
	WASTE MANAGEMENT IN RED					
	CEDAR POINT CONDO	940	15TH ST	2	4 YD FEL 2X WK	455.72
14538	CEDAR POINT CONDOS(REFUSE)	942	15TH ST	2	4 YD DUMP 1 P/U	320.5
14582	CEDAR POINT CONDOS(REFUSE)	944	15TH ST	2	4 YD DUMP 1 P/U	320.5
	Account is Correct					
12142	HOLLY POINT APT(ROYAL AMERICAN	1000	15TH ST	3	6 YD DUMP 1 P/U	721.14
12142	HOLLY POINT APT(ROYAL AMERICAN	1000	15TH ST	3	EXTRA 6YD DUMP 1 P/U	721.14
12142	HOLLY POINT APT(ROYAL AMERICAN	1000	15TH ST	3	2ND EX 6YD DMP 1 P/U	721.14
12142	HOLLY POINT APT(ROYAL AMERICAN	1000	15TH ST	3	3RD EX 6YD DMP 1 P/U	721.14
12142	HOLLY POINT APT(ROYAL AMERICAN	1000	15TH ST	2	4th EX 6YD DMP 1 P/U	480.76
	HOLLY POINT APARTMENTS	1000	15TH ST	2	BULK PICKUP FEL	9.82
	HOLLY POINT APARTMENTS	1000	15TH ST	3	BULK PICKUP FEL	14.73
	HOLLY POINT APARTMENTS	1000	15TH ST	6	BULK PICKUP FEL	29.46
	HOLLY POINT APARTMENTS	1000	15TH ST	1	6 YD FEL 2X WK	370.52
	HOLLY POINT APARTMENTS	1000	15TH ST	4	6 YD FEL 3X WK	2223.12
	Complex has 6 - 6yd FEL containers					
	WM Route Sheet shows pick ups on M/W/F a total of 13 pickups					
	WM is billing City for 13 pickups					
	City is billing for 14 pickups					

5790	DEAWSURINTR, CHANTANA	1690	1ESPANOLA AVE	1	APT COMP TRASH	20.26
	CITY OF HOLLY HILL/MARKET PLAC	101	2ND ST	1	DISCOUNT FEL	-227.86
	CITY OF HOLLY HILL/MARKET PLAC	101	2ND ST	1	4 YD FEL 2X WK	227.86
	4 yard on property Not on WM Route sheet					
1904	WOODWARD FUNERAL HOME	233	2ND ST	1	4 YARD DUMP 1 P/U	160.25
	4 yard on property 1 X W WM Route sheet shows 2 yard and not on WM billing					
6838	RIDGEWOOD AVE BAPTIST CURCH	238	5TH ST	1	CHURCH TRASH	34.44
	2 96 Gal Toters City Billing only for 1					
5286	BOWE, MARGARET	325	6TH ST	1	COMM/RES TRASH	34.44
5286	BOWE, MARGARET	325	6TH ST	2	RES/COMM TRASH	40.52
	BOWE, MARGARET	325	6TH ST	1	96 GAL TOTER REL	26.97
	Only 1 96 Gal Toter on property					
7878	SOUTHEASTERN TRUCK TOPS, INC	402	6TH ST	1	2 YARD DUMP 1 P/U	80.13
7878	SOUTHEASTERN TRUCK TOPS, INC	402	6TH ST	1	2 YARD DUMP 1 P/U	80.13
7878	SOUTHEASTERN TRUCK TOPS, INC	402	6TH ST	1	2 YARD DUMP 1 P/U	80.13
	SOUTHEASTERN TRUCK TOPS, INC	402	6TH ST	1	2 YD FEL 1X WK	64.08
	1 2 yard 1 X Per Week					

	HANSON, DAVID	483	6TH ST	1 96 GAL Toter REL	26.97
	1 96 Gal Toter on Property - in a residential area				
7402	HUP INC, DBA OLD CROSSROAD	600	6TH ST	2 COMM/RES TRASH	68.88
7402	HUP INC, DBA OLD CROSSROAD	600	6TH ST	1 RES/COMM TRASH	20.26
	HUP INC	600	6TH ST	1 96 GAL Toter REL	26.97
	HUP INC	600	6TH ST	1 96 GAL Toter REL	26.97
	1 2 yard FEL 1 X Per Week and 3 96 Gal Toters				
12468	ANDERSON, BEN	420	6TH ST #B	1 COMMERCIAL TRASH	34.44
	2 96 Gal Toters on Property				
5388	SHUBH SHAKTI INC(ROHIT UPAKHYA	227	8TH ST	3 2 YARD DUMP 1 P/U	240.39
	Address incorrect could not find				
5414	SANDERSON, PHILIP	358	8TH ST	1 COMMERCIAL TRASH	34.44
	96 Gal Toter				

14312	SEVERINO ENTERPRISES INC(RFST)	1011	8TH ST	1	COMMERCIAL TRASH	34.44
14312	SEVERINO ENTERPRISES INC(RFST)	1011	8TH ST	1	2 YARD DUMP 1 P/U	80.13
14312	SEVERINO ENTERPRISES INC(RFST)	1011	8TH ST	2	COMM EXTRA CAN	68.88
	SEVERINO ENTERPRISES INC	1011	8TH ST	1	96 GAL Toter REL	26.97
	SEVERINO ENTERPRISES INC	1011	8TH ST	1	96 GAL Toter REL	26.97
	SEVERINO ENTERPRISES INC	1011	8TH ST	1	96 GAL Toter REL	26.97
	SEVERINO ENTERPRISES INC	1011	8TH ST	1	96 GAL Toter REL	26.97
	SEVERINO ENTERPRISES INC	1011	8TH ST	1	4 YD FEL 1X WK	113.94
	4 96 Gal Toters					
	1 4 yd FEL 1 X Per Week					
	1 2 yd FEL 1 X Per Week					
12332	CARROLL UPHOLSTERY	119	CARSWELL AVE	1	COMMERCIAL TRASH	34.44
	CARROLL UPHOLSTERY	119	CARSWELL AVE	2	96 GAL Toter REL	26.97
	2 96 Gal Toters					
	RUBIN, JOLEE	145	CARSWELL AVE	1	96 GAL Toter REL	26.97
	1 96 Gal Toter					
1992	NAJDUCH, NICOLE M	202	CARSWELL AVE	1	RES/COMM TRASH	20.26
1992	NAJDUCH, NICOLE M	202	CARSWELL AVE	2	COMM/RES TRASH	68.88
	NAJDUCH, NICOLE M	202	CARSWELL AVE	1	96 GAL Toter REL	26.97
	NAJDUCH, NICOLE M	202	CARSWELL AVE	1	96 GAL Toter REL	26.97
	2 96 Gal Toters					

2058	CARSWELL 505 LLC	505	CARSWELL AVE	1	COMMERCIAL TRASH	34.44
	1 96 Gal Toter					
1594	HARVEY, EDWARD HOWARD	614	CARSWELL AVE	1	RES/COMM TRASH	20.26
	Address not found					
	TOP NOTCH BODY SHOP LLC	635	CARSWELL AVE	1	PRORATE AUTO FEL	14.95
	TOP NOTCH BODY SHOP LLC	635	CARSWELL AVE	1	2 YD FEL 1X WK	64.08
	1 2 yd 1 X Per Week		Adding wheels - need to charge			
1624	ADAM'S AUTOMOTIVE & WELDING	722	CARSWELL AVE #B	1	COMMERCIAL TRASH	34.44
	ADAMS AUTOMOTIVE & WELDING	722	CARSWELL AVE STE B	1	96 GAL Toter REL	26.97
	ADAMS AUTOMOTIVE	722	CARSWELL AVE UNIT B	1	96 GAL Toter REL	26.97
	2 96 Gal Toters					
1626	WILKINS, JERRY TODD	722	CARSWELL AVE #C	1	COMMERCIAL TRASH	34.44
	JERRY TODD WILKINS	722	CARSWELL AVE	1	96 GAL Toter REL	26.97
	1 96 Gal Toter					
1628	HANSON, DAVID	722	CARSWELL AVE #D	1	COMMERCIAL TRASH	34.44
	1 96 Gal Toter					

	FINE STONE SERVICES LLC	852	CARSWELL AVE	1	PRORATE AUTO REL	-10.44
	FINE STONE SERVICES LLC	852	CARSWELL AVE	1	96 GAL Toter REL	26.97
	1 96 Gal Toter					
	PHILLIPS GROUP OF VOLUSIA LLC	850	CARSWELL AVE # B	1	96 GAL Toter REL	26.97
	1 96 Gal Toter					
10372	ROSEMARY VAN WANDELEN	787	CENTER AVE #A	1	COMMERCIAL TRASH	34.44
	1 96 Gal Toter					
	TOMOKA GEM & MINERAL SOCIETY	787	CENTER AVE STE A	1	96 GAL Toter REL	26.97
	1 96 Gal Toter					
	XCLUSIVE DESIGN HAIR SALON	787	CENTER AVE STE F	1	96 GAL Toter REL	26.97
	1 96 Gal Toter					
13146	BOWMAN, HARRY	787	CENTER AVE #J	1	COMMERCIAL TRASH	34.44
	1 96 Gal Toter					
	CHURCH OF GOD	825	CENTER AVE	1	96 GAL Toter REL	26.97
	1 96 Gal Toter					

	REFRESHING CHURCH OF GOD	1301	CENTER AVE	1 96 GAL Toter REL	26.97
	1 96 Gal Toter				
	PRECISION AUTOGLASS AND MIRROR	1311	CENTER AVE	1 96 GAL Toter REL	26.97
	1 96 Gal Toter				
	BOYS AND GIRLS CLUB HOLLY HILL	1044	DAYTONA AVE	3 96 GAL Toter REL	26.97
	3 96 Gal Toters				
646	BOWMAN, CHARLES F	315	EL PINO DR	1 COMMERCIAL TRASH	34.44
	1 96 Gal Toter				
1304	BOK, DON	1504	ESPANOLA AVE	4 APT COMP TRASH	81.04
	2 96 Gal Toters				
	HIGHLANDER CORPORATION	1540	ESPANOLA AVE	1 4 YD FEL 1X WK	113.94
	1 4yd 1 X Per Week				
	1620 ESPANOLA A-I	1620	ESPANOLA AVE	3 BULK PICKUP FEL	14.73
	1620 ESPANOLA A-I	1620	ESPANOLA AVE	1 2 YD FEL 2X WK	128.13
	1 2yd 2 X Per Week				

5816	HIGHLANDER CORP(STRMWTR/TRASH)	1540	ESPANOLA AVE #1	1 4 YD DUMP 1 P/U	160.25
	1 4 yd 1 X Per Week				
7652	NEIL HLAVACEK-DAYTONA ATV	608	FERN AVE	1 COMMERCIAL TRASH	34.44
	1 96 Gal Toter				
7644	ADVANCED WELDING, INC.	612	FERN AVE	1 2 YARD DUMP 1 P/U	80.13
	ADVANCED WELDING INC	612	FERN AVE	1 96 GAL Toter REL	26.97
	1 96 Gal Toter NO 2 yd FEL - City has been billing customer for 5 years for 2yard				
924	FLORIDA PEST CONTROL	333	FLOMICH ST	1 COMMERCIAL TRASH	34.44
	Out of Business				
	GHOST FIREARMS LLC	1538	GARDEN AVE	1 96 GAL Toter REL	26.97
	1 96 Gal Toter				
9450	ST PAULS BAPTIST	1125	GRAHAM AVE	1 CHURCH TRASH	34.44
	BAPTIST CHURCH	1125	GRAHAM AVE	2 96 GAL Toter REL	26.97
	1 96 Gal Toter				
	APARTMENTS DAN RICE	1579	HAMMOCK DR	1 4 YD FEL 1X WK	113.94
	1 4 yd 1 X Per Week				

5220	TOWNSEND SIGNS INC	515	LPGA BLVD	1	COMMERCIAL TRASH	34.44
5220	TOWNSEND SIGNS INC	515	LPGA BLVD	1	COMM EXTRA CAN	34.44
	TOWNSEND SIGNS INC	515	LPGA BLVD	1	96 GAL Toter REL	26.97
	TOWNSEND SIGNS INC	515	LPGA BLVD	1	96 GAL Toter REL	26.97
	2 96 Gal Toters					
2256	BISHOPS GLEN	900	LPGA BLVD	1	30YD TRASH COMPACTOR	516.1
	On Call					
3238	NATIONAL CHURCH RESIDENCES	668	LPGA BLVD # 901	1	4 YD DUMP 1 P/U	160.25
3238	NATIONAL CHURCH RESIDENCES	668	LPGA BLVD # 901	1	2ND EX 4YD DMP 1 P/U	160.25
	NATIONAL CHURCH RES	668	LPGA BLVD STE 901	2	4 YD FEL 1X WK	227.88
	Account Correct					
	SET FREE CHURCH THRIFT STORE	224	MASON AVE	1	96 GAL Toter REL	26.97
	1 96 Gal Toter					
	SHADY REST/HOLLY HILL CEMETERY	1650	MORAVIA AVE	1	96 GAL Toter REL	26.97
	5 96 Gal Toters					
14354	SOUTH NOVA ROAD, LLC	1024	NOVA RD, S	2	2 YARD DUMP 1 P/U	160.26
	SOUTH NOVA RD, LLC	1024	NOVA RD	1	2 YD FEL 2X WK	128.13
	2 96 Gal Toters					

14152	TIC HOLLY HILL, LLC (REFUSE)	1025	NOVA RD	1	4 YARD DUMP 1 P/U	160.25
	TIC HOLLY HILL LLC	1025	N NOVA RD	1	4 YD FEL 1X WK	113.94
	1 4 yd 1 X Per Week					
14260	TIC HOLLY HILL, LLC (REFUSE)	1024	NOVA RD	2	EXTRA 6YD DUMP 1 P/U	480.76
	TIC HOLLY HILL LLC	1027	N NOVA RD	1	6 YD FEL 2X WK	370.52
	1 6 yd 1 X per Week					
14834	WEEDO,(TRASH ACT) MARY L	1071	NOVA RD	1	COMMERCIAL TRASH	34.44
	WEEDO, MARY	1071	S NOVA RD	1	96 GAL Toter REL	26.97
	WEEDO, MARY	1071	S NOVA RD	1	96 GAL Toter REL	26.97
	2 96 Gal Toters					
14836	EVANS AUTO SALES	1085	NOVA RD	1	COMMERCIAL TRASH	34.44
	EVANS AUTO SALES	1085	S NOVA RD	1	96 GAL Toter REL	26.97
	EVANS AUTO SALES	1085	S NOVA RD	1	96 GAL Toter REL	26.97
	1 96 Gal Toter					
14132	AUTO OUTLET (ROGER DEAN)	1090	NOVA RD	1	2 YARD DUMP 1 P/U	80.13
	DEAN'S AUTO OUTLET	1090	NOVA RD N	1	2 YD FEL 1X WK	64.08
	DEAN'S AUTO OUTLET	1090	NOVA RD	1	2 YD FEL 1X WK	64.08
	1 2yd 1 X per Week					

13092	FLOWERS BAKING CO OF JAX	1195	NOVA RD, S	2 4 YARD DUMP 1 P/U	320.5
	Address should be 2001				
	FLOWERS BAKERY	2001	NOVA RD, S	1 4 YD FEL 2X WK	227.86
	FLOWERS BAKERY	2001	NOVA RD	1 4 YD FEL 2X WK	227.86
	1 4 yd 2 X Per Week				
10126	RENT RITE INC #14	1512	NOVA RD	1 LOCKING LID	15.14
	Not there on WM Route Sheet address is 1545 Nova				
10124	WINN-DIXIE STORE #2258	1541	NOVA RD	6 8 YARD DUMP 1 P/U	1923
10124	WINN-DIXIE STORE #2258	1541	NOVA RD	3 EXTRA 8YD DUMP 1 P/U	961.5
10124	WINN-DIXIE STORE #2258	1541	NOVA RD	2 LOCKING LID	30.28
	WINN DIXIE 2258	1541	NOVA RD	1 LOCK FEL	10
	WINN DIXIE 2258	1541	NOVA RD	1 LOCK FEL	10
	WINN DIXIE 2258	1541	NOVA RD	1 8 YD FEL 3X WK	753.89
	WINN DIXIE 2258	1541	NOVA RD	1 8 YD FEL 6X WK	1507.78
	1 8 yd 3 X Per Week				
	1 8 yd 6 X Per Week				
10150	LLLP J-8 LAND PARTNERS	1575	NOVA RD	1 COMMERCIAL TRASH	34.44
	1 96 Gal Toter				

12170	J-8 LAND PARTNERS LLLP	1595	NOVA RD	1	LOCKING LID	15.14
12170	J-8 LAND PARTNERS LLLP	1595	NOVA RD	2	4 YARD DUMP 1 P/U	320.5
	J-8 LAND PARTNERS LLLP	1595	NOVA RD	1	4 YD FEL 1X WK	113.94
	2 yd 1 X Per Week with locking lid					
10882	J-8 LAND PARTNERS LLLP	1595	NOVA RD #A	1	COMMERCIAL TRASH	34.44
	J-8 LAND PARTNERS LLLP	1595	NOVA RD N STE A	1	96 GAL Toter REL	26.97
	1 96 Gal Toter					
10888	BROWN'S BILLIARDS (DYRESON)	1595	NOVA RD #D	1	2 YARD DUMP 1 P/U	80.13
10888	BROWN'S BILLIARDS (DYRESON)	1595	NOVA RD #D	1	LOCKING LID	15.14
	BROWNS BILLIARDS (DYRESON)	1595-D	NOVA RD	1	LOCK FEL	10
	BROWNS BILLIARDS (DYRESON)	1595-D	NOVA RD	1	2 YD FEL 1X WK	64.08
	1 2yd 1 X Per Week					
13432	ALOHA MARINE INC (J RUSLER)	1700	NOVA RD	2	4 YARD DUMP 1 P/U	320.5
	ALOHA MARINE	1700	NOVA RD	1	4 YD FEL 2X WK	227.86
	ALOHA MARINE	1700	NOVA RD N	1	4 YD FEL 2X WK	227.86
	1 4 yd 2 X Per Week with locks					
4206	HIGGS AUTO PAINT	1711	NOVA RD #C	1	COMMERCIAL TRASH	34.44
	HIGGS AUTO PAINT AND BODY SUPP	1711	NOVA RD N UNIT C	1	96 GAL Toter REL	26.97
	1 96 Gal Toter					

4236	HIGGS AUTO PAINT & BODY SUPPLY	1711	NOVA RD #J	1	COMMERCIAL TRASH	34.44
	HIGGS AUTO PAINT AND BODY SUPP	1711	NOVA RD N UNIT J	1	96 GAL Toter REL	26.97
	1 96 Gal Toter					
4302	REGGIE KILLOUGH'S CHRIST TEAM	1861	NOVA RD	1	COMMERCIAL TRASH	34.44
4302	REGGIE KILLOUGH'S CHRIST TEAM	1861	NOVA RD	1	COMM EXTRA CAN	34.44
	REGGIE KILLOUGH CHRIST	1861	NOVA RD	1	96 GAL Toter REL	26.97
	1 96 Gal Toter					
14814	WAL-MART #3862	1905	NOVA RD	1	30YD TRASH COMPACTOR	516.1
	On Call					
13756	KENNEDY KARS/HAIR BENDERS	1922	NOVA RD	1	2 YARD DUMP 1 P/U	80.13
	1 2 yd 1 X Per Week (not on WM Route Sheet					
	KENNEDY CARS	1992	NOVA RD	1	2 YD FEL 1X WK	64.08
	1 2yd 1 X W					
972	PENINSULA STOR-ALL	1507	PINE AVE	1	COMM EXTRA CAN	34.44
972	PENINSULA STOR-ALL	1507	PINE AVE	1	COMMERCIAL TRASH	34.44
	PENINSULA STORE ALL	1507	PINE AVE	2	96 GAL Toter REL	26.97
	PENINSULA STORE ALL	1507	PINE AVE	2	96 GAL Toter REL	26.97
	2 96 Gal Toters					

12402	AWBAM ENTERPRISES INC	1530	PINE AVE	1	COMM/RES TRASH	34.44
12402	AWBAM ENTERPRISES INC	1530	PINE AVE	1	RES/COMM TRASH	20.26
	TREASURE CHEST/AW BAM ENTER	1530	PINE AVE	1	96 GAL TOTER REL	26.97
	1 96 Gal Toter					
998	TWISTED METAL SOLUTIONS LLC	1584	PINE AVE	1	COMMERCIAL TRASH	34.44
	1 96 Gal Toter					
266	BHIKH-USHA, LLC	118	RIDGEWOOD AVE	1	COMMERCIAL TRASH	34.44
266	BHIKH-USHA, LLC	118	RIDGEWOOD AVE	1	RES/COMM TRASH	20.26
266	BHIKH-USHA, LLC	118	RIDGEWOOD AVE	1	COMM EXTRA CAN	34.44
	BHIKH-USHA LLC/ DBA ROLLIES MO	118	RIDGEWOOD AVE	2	96 GAL TOTER REL	26.97
	BHIKH-USHA LLC/ DBA ROLLIES MO	118	RIDGEWOOD AVE	2	96 GAL TOTER REL	26.97
	3 96 Gal Toters					
284	DALE WOODWARD & SON	167	RIDGEWOOD AVE	1	RES/COMM TRASH	20.26
	WOODWARD FUNERAL HOME/233 2ND	167	RIDGEWOOD AVE	1	4 YD FEL 1X WK	113.94
	1 96 Gal Toter					
	1 4 yd 1 X Per Week					
334	MYER LAND SURVEYING INC	316	RIDGEWOOD AVE	1	COMM/RES TRASH	34.44
334	MYER LAND SURVEYING INC	316	RIDGEWOOD AVE	1	RES/COMM TRASH	20.26
	MEYER LAND SURVEYING	316	RIDGEWOOD AVE	1	96 GAL TOTER REL	26.97
	2 96 Gal Toters					

	DAYTONA RESCUE MISSION	425	RIDGEWOOD AVE	1 96 GAL Toter REL	26.97
	NO TOTERS				
	RIDGEWOOD AVE CHURCH	501	RIDGEWOOD AVE	1 96 GAL Toter REL	26.97
	3 96 Gal Toters				
364	BROWN, EDWARD	512	RIDGEWOOD AVE	1 COMM/RES TRASH	34.44
364	BROWN, EDWARD	512	RIDGEWOOD AVE	4 RES/COMM TRASH	81.04
	BROWN EDWARD	512	RIDGEWOOD AVE	1 96 GAL Toter REL	26.97
	3 96 Gal Toters				
382	AMSOUTH	555	RIDGEWOOD AVE	1 2 YARD DUMP 1 P/U	80.13
382	AMSOUTH	555	RIDGEWOOD AVE	1 LOCKING LID	15.14
	Business Closed				
	SHREE MURLIDHAR CORP	712	RIDGEWOOD AVE	1 96 GAL Toter REL	26.97
	1 96 Gal Toter				
	SHUBH SHAKTI(ROHITUPAKHYA)	749	RIDGEWOOD AVE	1 2 YD FEL 3X WK	192.19
	1 2 yd 3 X Per Week				

	ICE COLD AUTO AIR	850	RIDGEWOOD AVE	1 2 YD FEL 1X WK	64.08
	3 96 Gal Toters				
	NO 2 YD FEL CONTAINER				
	DONALD MOSSEAU	900	RIDGEWOOD AVE	1 96 GAL Toter REL	26.97
	2 96 Gal Toters				
	JULIAN MONK	933	RIDGEWOOD AVE	1 96 GAL Toter REL	26.97
	1 96 Gal Toter				
496	BEAN, ANGELA J	947	RIDGEWOOD AVE	1 COMM/RES TRASH	34.44
496	BEAN, ANGELA J	947	RIDGEWOOD AVE	1 RES/COMM TRASH	20.26
	BEAN, ANGELA	947	RIDGEWOOD AVE	1 96 GAL Toter REL	26.97
	3 96 Gal Toters				
508	CZARNECKI, LAURA	1010	RIDGEWOOD AVE	1 COMM/RES TRASH	34.44
508	CZARNECKI, LAURA	1010	RIDGEWOOD AVE	3 RES/COMM TRASH	60.78
	2 96 Gal Toters				
514	BENS COIN SHOP	1023	RIDGEWOOD AVE	1 COMM/RES TRASH	34.44
514	BENS COIN SHOP	1023	RIDGEWOOD AVE	1 RES/COMM TRASH	20.26
	BENS COIN SHOP	1023	RIDGEWOOD AVE	1 96 GAL Toter REL	26.97
	1 96 Gal toter				

	CITY OF HOLLY HILL	1066	RIDGEWOOD AVE	1	DISCOUNT FEL - CONTRACTUAL -40.46
	CITY OF HOLLY HILL	1066	RIDGEWOOD AVE	1	DISCOUNT FEL - CONTRACTUAL -40.45
	CITY OF HOLLY HILL	1066	RIDGEWOOD AVE	1	96 GAL Toter REL 26.97
	CITY OF HOLLY HILL	1066	RIDGEWOOD AVE	1	96 GAL Toter REL 26.97
	CITY OF HOLLY HILL	1066	RIDGEWOOD AVE	1	96 GAL Toter REL 26.97
	OK - City				
536	FORGAS JR, DAVID E	1084	RIDGEWOOD AVE	1	COMM/RES TRASH 34.44
536	FORGAS JR, DAVID E	1084	RIDGEWOOD AVE	1	RES/COMM TRASH 20.26
	1 96 Gal Toter				
	NEVER ENDING GARAGE SALE	1100	RIDGEWOOD AVE	1	96 GAL Toter REL 26.97
	1 96 Gal Toter				
648	SALVATION ARMY	1415	RIDGEWOOD AVE	1	20 YARD ROLLOFF 516.1
	On Call				
698	HIGHLANDER CORP	1522	RIDGEWOOD AVE	1	COMMERCIAL TRASH 34.44
	Out of Business				
706	DISCOUNT CARPET(B GREENBAUM)	1529	RIDGEWOOD AVE #A	1	20 YARD ROLLOFF 516.1
	On Call				

	LUDELVA LLC	1609	RIDGEWOOD AVE	1	2 YD FEL 1X WK	64.08
	Out of Business					
13324	FVE MANAGERS, INC.	1825	RIDGEWOOD AVE	3	COMM EXTRA CAN	103.32
13324	FVE MANAGERS, INC.	1825	RIDGEWOOD AVE	1	COMMERCIAL TRASH	34.44
13324	FVE MANAGERS, INC.	1825	RIDGEWOOD AVE	3	8 YARD DUMP 1 P/U	961.5
13324	FVE MANAGERS, INC.	1825	RIDGEWOOD AVE	3	EXTRA 8YD DUMP 1 P/U	961.5
	RIVIERA SENIOR LIVING	1825	RIDGEWOOD AVE	1	96 GAL TOTER REL	26.97
	RIVIERA SENIOR LIVING	1825	RIDGEWOOD AVE	1	96 GAL TOTER REL	26.97
	RIVIERA SENIOR LIVING	1825	RIDGEWOOD AVE	1	96 GAL TOTER REL	26.97
	RIVIERA SENIOR LIVING	1825	RIDGEWOOD AVE	1	96 GAL TOTER REL	26.97
	RIVIERA SENIOR LIVING	1825	RIDGEWOOD AVE	2	8 YD FEL 3X WK	1507.78
	2 8 yd 2 X Per Week					
	4 96 Gal Toters					
13972	GNC 6333	1838	RIDGEWOOD AVE	1	COMMERCIAL TRASH	34.44
	1 96 Gal Toter					
13870	PUBLIX SUPER MARKETS, INC	1850	RIDGEWOOD AVE	1	30YD TRASH COMPACTOR	516.1
	On Call					

124	SCHELFO, PAUL F	218	RIVERSIDE DR	1	COMM/RES TRASH	34.44
124	SCHELFO, PAUL F	218	RIVERSIDE DR	1	RES/COMM TRASH	20.26
	SCHELFO, PAUL	218	RIVERSIDE DR	1	96 GAL TOTER REL	26.97
	1 96 Gal Toter					
128	MGH CONDO ASSOC. INC #3921	231	RIVERSIDE DR	3	2 YARD DUMP 1 P/U	240.39
128	MGH CONDO ASSOC. INC #3921	231	RIVERSIDE DR	3	2ND EX 2YD DUMP	240.39
128	MGH CONDO ASSOC. INC #3921	231	RIVERSIDE DR	3	3RD EX 2YD DUMP	240.39
128	MGH CONDO ASSOC. INC #3921	231	RIVERSIDE DR	3	4TH EX 2YD DUMP	240.39
128	MGH CONDO ASSOC. INC #3921	231	RIVERSIDE DR	3	5TH EX 2YD DUMP	240.39
	MARINA GRANDE	231	RIVERSIDE DR	5	2 YD FEL 3X WK	960.95
	5 2 yd 3 X Per Week					
	HOLLY HILL PIER	231	RIVERSIDE DR	1	DISCOUNT FEL	-35
	HOLLY HILL PIER	231	RIVERSIDE DR	1	96 GAL TOTER REL	17.5
	HOLLY HILL PIER	231	RIVERSIDE DR	1	96 GAL TOTER REL	17.5
	City					
2444	MILTON HORWITZ REVOCABLE TRUST	1120	RIVERSIDE DR #A	3	RES/COMM TRASH	60.78
2444	MILTON HORWITZ REVOCABLE TRUST	1120	RIVERSIDE DR #A	3	COMM/RES TRASH	103.32
	2 96 Gal Toters					

1810	OLD & NEW AUTO(GARY BREWER)	313	STATE AVE	1	COMMERCIAL TRASH	34.44
1810	OLD & NEW AUTO(GARY BREWER)	313	STATE AVE	1	COMMERCIAL TRASH	34.44
	OLD AND NEW AUTO	313	STATE AVE	1	PRORATE AUTO REL	2.61
	1 96 Gal Toter Moved to 320 State Ave					
11916	ASHKAR, DANIEL	801	STATE AVE	8	APT COMP TRASH	162.08
	6 96 Gal Toters					
	JERSEY SHORE AUTO TRANSPORT	1103	STATE AVE	1	PRORATE AUTO REL	8.99
	JERSEY SHORE AUTO TRANSPORT	1103	STATE AVE	1	96 GAL Toter REL	26.97
	1 96 Gal Toter					
9280	LDF SERVICES LLC	1111	STATE AVE	1	COMMERCIAL TRASH	34.44
9280	LDF SERVICES LLC	1111	STATE AVE	1	COMM EXTRA CAN	34.44
	LDF SERVICES	1111	STATE AVE	1	96 GAL Toter REL	26.97
	LDF SERVICES	1111	STATE AVE	1	96 GAL Toter REL	26.97
	LDF SERVICES LLC	1120	STATE AVE	1	96 GAL Toter REL	26.97
	3 96 Gal Toters					
12698	GREENBAUM, ROBERT B	1121	STATE AVE #B	1	COMMERCIAL TRASH	34.44
	2 96 Gal Toters					

1454	ANGELICA HEALTH SERVICES	1250	STATE AVE	1	30YD TRASH COMPACTOR	516.1
	Every Friday					
9906	MOORE FINE FOODS (MOORE)	1299	STATE AVE #B	1	COMMERCIAL TRASH	34.44
	MOORE FINE FOODS	1299	STATE AVE STE J	1	96 GAL Toter REL	26.97
	MOORE FINE FOODS (MOORE)	1299	STATE AVE UNIT B	1	96 GAL Toter REL	26.97
	5 96 Gal Toters					
1100	OTSUMAT PROPERTIES & SERVICES	1504	STATE AVE #C	1	COMMERCIAL TRASH	34.44
	OSTUMAT PROPERTIES AND SERVICE	1504	STATE AVE STE B	1	96 GAL Toter REL	26.97
	OSTUMAT PROPERTIES AND SERVICE	1504	STATE AVE STE C	1	96 GAL Toter REL	26.97
	1 96 Gal Toter					
1160	GRAPHIC SIGN DESIGN (R GREGORY	1516	STATE AVE #B	1	COMMERCIAL TRASH	34.44
1160	GRAPHIC SIGN DESIGN (R GREGORY	1516	STATE AVE #B	1	COMMERCIAL TRASH	34.44
	2 96 Gal Toters - Moved to 700 Ridgewood Unit 103					
1176	MONTICELLI INVESTMENT INC.	1518	STATE AVE #A	1	6 YARD DUMP 1 P/U	240.38
	MONTICELLI INVESTMENTS	1518	STATE AVE UNIT A	1	4 YD FEL 1X WK	113.94
	1 4 yd 1 X Per Week					
1208	CRAVOTTA, CHARLES	1528	STATE AVE	1	COMMERCIAL TRASH	34.44
	1 96 Gal Toter					

1236	MONTICELLI INVESTMENT INC.	1532	STATE AVE #I	1	4 YARD DUMP 1 P/U	160.25
	MONTICELLI INVESTMENTS INC	1532	STATE AVE UNIT I	1	6 YD FEL 1X WK	188.57
	3 96 Gal Toters					
10380	METRA ELECTRONICS CORP(40YD)	460	WALKER ST #A	1	40YD TRASH COMPACTOR	516.1
	On Call					
6438	MARQUETTE, DR DONALD	1328	WOODWARD AVE	1	COMM/RES TRASH	34.44
6438	MARQUETTE, DR DONALD	1328	WOODWARD AVE	1	RES/COMM TRASH	20.26
	DR DONALD MARQUETTE	1328	WOODWARD AVE	1	96 GAL Toter REL	26.97
	1 96 Gal Toter					

Section 3

The spreadsheets contained in this report were commercial accounts randomly chosen to verify and represent a compilation of the City of Holly Hill's billing and Waste Management's billing.

Although the City of Holly Hill's billing and Waste Management's billing appear to match there were discrepancies discovered.

These discrepancies are highlighted in yellow of which there are 7.

HH LOC	CUSTOMER_NAME	#	STREET	QTY	DESCRIPTION	AMT
	HOLLY HILL IN BLACK					
	WASTE MANAGEMENT IN RED					
1734	PITCHER WINDOWS LLC	345	10TH ST	1	2 YARD DUMP 1 P/U	80.13
	PITCHER WINDOW LLC	345	10TH ST	1	2 YD FEL 1X WK	64.08
11724	HIBISCUS VILLAS(RYAN JAISINGH)	563	10TH ST	2	2 YD DUMP 1 P/U	160.26
	HIBISCUS VILLAS	563	10TH ST	2	BULK PICKUP FEL	9.82
	HIBISCUS VILLAS	563	10TH ST	1	2 YD FEL 2X WK	128.13
1730	PASADENA INSTITUTE OF DIVINE	320	10TH ST #A	1	2 YARD DUMP 1 P/U	80.13
	PIDMR	320	10TH ST STE A	1	2 YD FEL 1X WK	64.08
6494	DEFREITAS, RUDOLPH	326	14TH ST	1	4 YD DUMP 1 P/U	160.25
	DEFREITAS, RUDOLPH	326	14TH ST	1	4 YD FEL 1X WK	113.94
1920	ABSOLUTE SHUTTER KREATIONS,LLC	328	2ND ST	2	COMM/RES TRASH	68.88
	ABSOLUTE SHUTTER KREATIONS LLC	328	2ND ST	1	96 GAL Toter REL	26.97
	ABSOLUTE SHUTTER KREATIONS LLC	328	2ND ST	1	96 GAL Toter REL	26.97
11960	FANT, LARRY S	555	3RD ST	1	RES/COMM TRASH	20.26
11960	FANT, LARRY S	555	3RD ST	2	4 YARD DUMP 1 P/U	320.5
	LARRY FANT (OSCEOLA)	555	3RD ST	1	96 GAL Toter REL	26.97
	LARRY FANT (OSCEOLA)	555	3RD ST	1	4 YD FEL 2X WK	227.86
	AKA Osceola Plumbing Supplies					
7878	SOUTHEASTERN TRUCK TOPS, INC	402	6TH ST	1	2 YARD DUMP 1 P/U	80.13
7878	SOUTHEASTERN TRUCK TOPS, INC	402	6TH ST	1	2 YARD DUMP 1 P/U	80.13
7878	SOUTHEASTERN TRUCK TOPS, INC	402	6TH ST	1	2 YARD DUMP 1 P/U	80.13
	SOUTHEASTERN TRUCK TOPS, INC	402	6TH ST	1	2 YD FEL 1X WK	64.08
9430	TEXGAS CORPORATION	411	6TH ST	1	6 YARD DUMP 1 P/U	240.38
	TEXGAS CORPORATION	411	6TH ST	1	6 YD FEL 1X WK	188.57

116 WILSONS AUTO REPAIR & SALES IN WILSONS AUTO REPAIR AND SALES	1050 1050	BEACH ST BEACH ST N 1050 N Beach St	1 4 YARD DUMP 1 P/U 1 4 YD FEL 1X WK	160.25 113.94
1962 B H MANAGEMENT, LLC.	130	CARSWELL AVE	4 COMMERCIAL TRASH	137.76
1962 B H MANAGEMENT, LLC.	130	CARSWELL AVE	1 6 YARD DUMP 1 P/U	240.38
1962 B H MANAGEMENT, LLC.	130	CARSWELL AVE	1 LOCKING LID	15.14
B H MANAGEMENT CORTELL	130	CARSWELL AVE	1 LOCK FEL	10
B H MANAGEMENT CORTELL	130	CARSWELL AVE	1 96 GAL Toter REL	26.97
B H MANAGEMENT CORTELL	130	CARSWELL AVE	1 96 GAL Toter REL	26.97
B H MANAGEMENT CORTELL	130	CARSWELL AVE	1 96 GAL Toter REL	26.97
B H MANAGEMENT CORTELL	130	CARSWELL AVE	1 96 GAL Toter REL	26.97
B H MANAGEMENT CORTELL	130	CARSWELL AVE	1 6 YD FEL 1X WK	188.57
2012 FLORIDA HEALTH CARE FLORIDA HEALTH CARE	230 230	CARSWELL AVE CARSWELL AVE	1 6 YARD DUMP 1 P/U 1 6 YD FEL 1X WK	240.38 188.57
2060 ECONOMY LABEL SALES	515	CARSWELL AVE	2 COMMERCIAL TRASH	68.88
2060 ECONOMY LABEL SALES	515	CARSWELL AVE	2 4 YARD DUMP 1 P/U	320.5
ECONOMY LABEL SALES	525	CARSWELL AVE	1 96 GAL Toter REL	26.97
ECONOMY LABEL SALES	525	CARSWELL AVE	1 96 GAL Toter REL	26.97
ECONOMY LABEL SALES	525	CARSWELL AVE	1 4 YD FEL 2X WK	227.86
This is JD Industrial Park				
2064 R & R INDUSTRIES R AND R INDUSTRIES	526 526	CARSWELL AVE CARSWELL AVE	1 COMMERCIAL TRASH 1 96 GAL Toter REL	34.44 26.97
1604 KOONTZ HEATING & AIR KOONTZ HEATING AND AIR KOONTZ HEATING AND AIR	651 651 651	CARSWELL AVE CARSWELL AVE CARSWELL AVE	1 4 YARD DUMP 1 P/U 1 EXTRA 4 YD FEL 1 4 YD FEL 1X WK	160.25 28.14 113.94
1650 MEDIATECH INC MEDIA TECH INC MEDIA TECH INC	829 829 829	CARSWELL AVE CARSWELL AVE CARSWELL AVE	1 4 YARD DUMP 1 P/U 1 CASTERS FEL PER UNIT 1 4 YD FEL 1X WK	160.25 10 113.94

12152 FARMAR LLC TREE VIEW (F SALAME	913	CATHERINE AVE #A	3 EXTRA 4YD DUMP 1 P/U	480.75
12152 FARMAR LLC TREE VIEW (F SALAME	913	CATHERINE AVE #A	3 4 YARD DUMP 1 P/U	480.75
FARMAR LLC TREE VIEW(F SALAME)	913	CATHERINE AVE UNIT A	1 BULK PICKUP FEL	4.91
FARMAR LLC TREE VIEW(F SALAME)	913	CATHERINE AVE UNIT A	1 BULK PICKUP FEL	4.91
FARMAR LLC TREE VIEW(F SALAME)	913	CATHERINE AVE UNIT A	2 4 YD FEL 3X WK	683.62
Apartment complex				
8746 GONZALEZ, BENILDA	401	CENTER AVE	1 2 YARD DUMP 1 P/U	80.13
GONZALEZ, BENILDA	401	CENTER AVE	1 2 YD FEL 1X WK	64.08
11536 HOLLY SQUARE ASSN	840	CENTER AVE	1 2ND EX 4YD DMP 1 P/U	160.25
11536 HOLLY SQUARE ASSN	840	CENTER AVE	1 3RD EX 4YD DMP 1 P/U	160.25
11536 HOLLY SQUARE ASSN	840	CENTER AVE	1 EXTRA 4YD DUMP 1 P/U	160.25
11536 HOLLY SQUARE ASSN	840	CENTER AVE	1 4 YD DUMP 1 P/U	160.25
HOLLY SQUARE HOMEOWNERS	840	CENTER AVE	3 BULK PICKUP FEL	14.73
HOLLY SQUARE HOMEOWNERS	840	CENTER AVE	4 4 YD FEL 1X WK	455.76
condos or apts				
6292 UNITED BRETHREN CHURCH	1601	CENTER AVE	3 4 YARD DUMP 1 P/U	480.75
UNITED BRETHREN CHURCH	1601	CENTER AVE	1 EXTRA 4 YD FEL	28.14
UNITED BRETHREN CHURCH	1601	CENTER AVE	1 EXTRA 4 YD FEL	28.14
UNITED BRETHREN CHURCH	1601	CENTER AVE	1 4 YD FEL 3X WK	341.81
2978 CHARTER OAKS HOA	1200	CHARTER OAKS CIR	2 EXTRA 4YD DUMP 1 P/U	320.5
2978 CHARTER OAKS HOA	1200	CHARTER OAKS CIR	2 4 YARD DUMP 1 P/U	320.5
CHARTER OAKS GOLDSTAR DEVELOP	1200	CHARTER OAKS CIR	2 4 YD FEL 2X WK	455.72
7912 THE PARTS HOUSE INC	606	COMMERCIAL DR	1 2 YARD DUMP 1 P/U	80.13
PARTS HOUSE THE	606	COMMERCIAL DR	1 2 YD FEL 1X WK	64.08
7936 AMERLAND METAL WORKS	614	COMMERCIAL DR	1 COMMERCIAL TRASH	34.44
AMERLAND METAL WORKS	614	COMMERCIAL DR	1 96 GAL TOTER REL	26.97
7920 ALL AMERICAN AIR INC (K SOCHA)	611	COMMERCIAL DR #A	1 8 YARD DUMP 1 P/U	320.5

ALL AMERICAN AIR INC	611-A	COMMERCIAL DR STE A	1 8 YD FEL 1X WK	251.3
7954 ROSEBOOM, JOHN	701	COMMERCIAL DR #A	1 COMMERCIAL TRASH	34.44
ROSEBOOM, JOHN	701	COMMERCIAL DR A& B	2 96 GAL TOTER REL	26.97
7968 MARBLE CRAFTERS (R MAUGERI)	711	COMMERCIAL DR #A	1 4 YARD DUMP 1 P/U	160.25
MARBLE CRAFTERS	711	COMMERCIAL DR	1 4 YD FEL 1X WK	113.94
7902 CUBCO, INC	605	COMMERCIAL DR #B	2 2 YARD DUMP 1 P/U	160.26
CUBCO INC	605	COMMERCIAL DR STE B	1 2 YD FEL 2X WK	128.13
7948 HALIFAX CUSTOM CABINETS	618	COMMERCIAL DR #C	1 2 YARD DUMP 1 P/U	80.13
HALIFAX CUSTOM CABINETS	618	COMMERCIAL DR UNIT C	1 2 YD FEL 1X WK	64.08
12416 SUNOCO INC (R&M)SITE#2530	100	DAYTONA AVE	2 4 YARD DUMP 1 P/U	320.5
SUNOCO INC 2530	100	DAYTONA AVE	1 4 YD FEL 2X WK	227.86
5252 UNION CONGREGATIONAL CHURCH	1050	DAYTONA AVE	1 CHURCH TRASH	34.44
UNION CONGREGATIONAL CHURCH	1050	DAYTONA AVE	2 96 GAL TOTER REL	26.97
Account has 2 96 Gal Toters				
10174 DENDRITE ENTERPRISES	1111	ENTERPRISE CT #A	3 EXTRA 4YD DUMP 1 P/U	480.75
10174 DENDRITE ENTERPRISES	1111	ENTERPRISE CT #A	3 4 YARD DUMP 1 P/U	480.75
10174 DENDRITE ENTERPRISES	1111	ENTERPRISE CT #A	2 6 YARD DUMP 1 P/U	480.76
10298 DENDRITE ENTERPRISES	1115	ENTERPRISE CT #A	3 4 YARD DUMP 1 P/U	480.75
10316 DENDRITE ENTERPRISES	1116	ENTERPRISE CT #A	3 4 YARD DUMP 1 P/U	480.75
DENDRITE ENTERPRISES	1111A	ENTERPRISE CT	1 6 YD FEL 2X WK	370.52
DENDRITE ENTERPRISES	1111A	ENTERPRISE CT	4 4 YD FEL 3X WK	1367.24
5700 NAVARRA, JOSEPH R	1625	ESPANOLA AVE	2 4 YD DUMP 1 P/U	320.5
NAVARRA, JOSEPH	1625	ESPANOLA AVE	1 4 YD FEL 2X WK	227.86
5702 WARHOLA LLC.	1629	ESPANOLA AVE	1 4 YD DUMP 1 P/U	160.25
WARHOLA LLC	1629	ESPANOLA AVE	1 4 YD FEL 1X WK	113.94

7646 PJ SIGN SYSTEMS, INC (LYDDANE)	614	FERN AVE	1 COMMERCIAL TRASH	34.44
P J SIGNS	614	FERN AVE	1 96 GAL Toter REL	26.97
7660 KELLEY, ED	625	FERN AVE	1 4 YARD DUMP 1 P/U	160.25
ED KELLY	625	FERN AVE	1 EXTRA 4 YD FEL	28.14
ED KELLY	625	FERN AVE	1 EXTRA 4 YD FEL	28.14
ED KELLY	625	FERN AVE	1 4 YD FEL 1X WK	113.94
926 HOLLY HEIGHTS ASSEMBLY OF GOD	340	FLOMICH ST	1 COMMERCIAL TRASH	34.44
HOLLY HEIGHTS ASSEMBLY	340	FLOMICH ST	1 96 GAL Toter REL	26.97
Account has 2 96 Gal Toters				
13962 TROPICAL SEAS INC	346	FLOMICH ST	2 2 YARD DUMP 1 P/U	160.26
TROPICAL SEAS	346	FLOMICH ST	1 2 YD FEL 2X WK	128.13
928 ORMOND GRANITE, INC	395	FLOMICH ST	1 2 YARD DUMP 1 P/U	80.13
ORMOND GRANITE INC	395	FLOMICH ST	1 2 YD FEL 1X WK	64.08
930 MAACO COLLISION/AUTO REPAIR	395	FLOMICH ST #A	1 6 YARD DUMP 1 P/U	240.38
MAACO COLLISON/AUTO REPAIR	395	FLOMICH ST STE A	1 6 YD FEL 1X WK	188.57
14188 OAK ST ENTERPRISES LLC(IRR)	403	FLOMICH ST A	1 2 YARD DUMP 1 P/U	80.13
OAK ST ENTERPRISES LLC	403	FLOMICH ST STE A	1 2 YD FEL 1X WK	64.08
938 PRUITT, REV JOHNNY	497	FLOMICH ST	1 CHURCH TRASH	34.44
PRUITT JOHNNY REV	497	FLOMICH ST	1 96 GAL Toter REL	26.97
2124 CITGO FOODMART (Y PATEL)	563	FLOMICH ST	1 2 YARD DUMP 1 P/U	80.13
CITGO FOODMART	563	FLOMICH AVE	1 2 YD FEL 1X WK	64.08
2126 LOI MILLSPAUGH (STRMWTR/DUMP)	571	FLOMICH ST	2 4 YD DUMP 1 P/U	320.5
MILLSPAUGH LOI	571	FLOMICH AVE UNIT 79	1 4 YD FEL 2X WK	227.86
2358 ROWSEY'S (DALTON)	800	FLOMICH ST	1 RES/COMM TRASH	20.26
2358 ROWSEY'S (DALTON)	800	FLOMICH ST	3 COMM/RES TRASH	103.32
ROWSEYS	800	FLOMICH ST	1 96 GAL Toter REL	26.97
ROWSEYS	800	FLOMICH ST	1 96 GAL Toter REL	26.97
ROWSEYS	800	FLOMICH ST	1 96 GAL Toter REL	26.97

5234 UNIVERSAL TOWING INC UNIVERSAL TOWING INC	542 542	LPGA BLVD LPGA BLVD	1 2 YARD DUMP 1 P/U 1 2 YD FEL 1X WK	80.13 64.08
5238 A CREATIVE TOUCH INC (COVERT) CREATIVE TOUCH	544 544	LPGA BLVD LPGA BLVD	1 4 YARD DUMP 1 P/U 1 4 YD FEL 1X WK	160.25 113.94
12530 DENDRITE ENTERPRISES DENDRITE ENTERPRICES	456 456	LPGA BLVD #B LPGA BLVD STE B	2 8 YARD DUMP 1 P/U 1 8 YD FEL 2X WK	641 502.61
5136 DENDRITE ENTERPRISES DENDRITE ENTERPRISES	456 456	LPGA BLVD #C LPGA BLVD STE C	2 8 YARD DUMP 1 P/U 1 8 YD FEL 2X WK	641 502.61
4100 VAPORIZED AN E-CIGARETTE CO 4100 VAPORIZED AN E-CIGARETTE CO VAPORIZED AN E-CIGARETTE CO VAPORIZED AN E-CIGARETTE CO	222 222 222 222	MASON AVE MASON AVE MASON AVE MASON AVE	1 COMMERCIAL TRASH 1 COMM EXTRA CAN 1 96 GAL Toter REL 1 96 GAL Toter REL	34.44 34.44 26.97 26.97
1872 CROWN AUTOBODY 1872 CROWN AUTOBODY CROWN AUTO CROWN AUTO	330 330 330 330	MASON AVE MASON AVE MASON AVE MASON AVE	1 COMMERCIAL TRASH 1 COMM EXTRA CAN 1 96 GAL Toter REL 1 96 GAL Toter REL	34.44 34.44 26.97 26.97
1874 CROWN AUTOBODY CROWN AUTO BODY	338 338	MASON AVE MASON AVE	1 COMMERCIAL TRASH 1 96 GAL Toter REL	34.44 26.97
14856 NEWMAN VETERINARY CENTERS, INC VAL U VET ANIMAL HEALTH INC	1104 1104	NOVA RD south NOVA RD	2 2 YARD DUMP 1 P/U 1 2 YD FEL 2X WK	160.26 128.13
14826 PAK RAT PALACE (BEASLEY) PAK RAT PALACE	1112 1112	NOVA RD south NOVA RD	1 COMMERCIAL TRASH 1 96 GAL Toter REL	34.44 26.97
13152 ORMOND REPAIR CENTER(BUCHANAN) ORMOND REPAIR CENTER	1137 1137	NOVA RD south NOVA RD	1 4 YARD DUMP 1 P/U 1 4 YD FEL 1X WK	160.25 113.94

13326 TIRE CITY(MALKIT SALH) TIRE CITY	1178 NOVA RD south 1178 NOVA RD	1 2 YARD DUMP 1 P/U 1 2 YD FEL 1X WK	80.13 64.08
13614 NOVA COMMERCE CENTER, LLC NOVA COMMERCE CENTER	1440 NOVA RD north 1440 NOVA RD	1 8 YARD DUMP 1 P/U 1 8 YD FEL 1X WK	320.5 251.3
13412 TEW HITCH CITY(BOB TEW) TEW HITCH CITY	1450 NOVA RD north 1450 NOVA RD	1 COMMERCIAL TRASH 1 96 GAL Toter REL	34.44 26.97
14854 PERSONAL TOUCH OF VOLUSIA LLC PERSONAL TOUCH OF VOLUSIA LLC	1451 NOVA RD north 1451 NOVA RD	1 2 YARD DUMP 1 P/U 1 2 YD FEL 1X WK	80.13 64.08
13410 UNITED RENTALS UNITED RENTALS	1472 NOVA RD north 1472 NOVA RD	1 8 YARD DUMP 1 P/U 1 8 YD FEL 1X WK	320.5 251.3
13748 HOLLY HILL SELF STORAGE LLC HOLLY HILL SELF STORAGE	1480 NOVA RD north 1480 NOVA RD	1 2 YARD DUMP 1 P/U 1 2 YD FEL 1X WK	80.13 64.08
10110 MATTRESS CHOICE, LLC MATRESS CHOICE, LLC	1501 NOVA RD #A 1501 NOVA RD north	2 2 YARD DUMP 1 P/U 1 2 YD FEL 2X WK	160.26 128.13
10112 DISCOUNT AUTO PARTS #109265 DISCOUNT AUTO PARTS CITY HH	1511 NOVA RD 1511 NOVA RD	1 4 YARD DUMP 1 P/U 1 4 YD FEL 1X WK	160.25 113.94
14256 SHAKE'S FROZEN CUSTARD (CHOI) 14256 SHAKE'S FROZEN CUSTARD (CHOI) SHAKES FROZEN CUSTARD SHAKES FROZEN CUSTARD SHAKES FROZEN CUSTARD	1517 NOVA RD north 1517 NOVA RD 1517 NOVA RD 1517 NOVA RD 1517 NOVA RD	2 2 YARD DUMP 1 P/U 1 LOCKING LID 1 DISCOUNT FEL 1 LOCK FEL 1 2 YD FEL 2X WK	160.26 15.14 -10 10 128.13
10114 LAUNDRO PET LAUNDRO PET	1523 NOVA RD north 1523 NOVA RD	1 COMMERCIAL TRASH 1 96 GAL Toter REL	34.44 26.97
10126 RENT RITE INC #14 RENT RITE	1545 NOVA RD north 1545 NOVA RD	1 2 YARD DUMP 1 P/U 1 LOCK FEL	80.13 10

RENT RITE	1545	NOVA RD	1 2 YD FEL 1X WK	64.08
10128 FAMILY DOLLAR #503	1549	NOVA RD north	1 4 YARD DUMP 1 P/U	160.25
10128 FAMILY DOLLAR #503	1549	NOVA RD	1 LOCKING LID	15.14
FAMILY DOLLAR 503	1549	NOVA RD	1 DISCOUNT FEL	-10
FAMILY DOLLAR 503	1549	NOVA RD	1 LOCK FEL	10
FAMILY DOLLAR 503	1549	NOVA RD	1 4 YD FEL 1X WK	113.94
10130 ADVANCE AMERICA CASH ADVANCE	1551	NOVA RD north	1 COMMERCIAL TRASH	34.44
ADVANCED AMERICA	1551	NOVA RD	1 96 GAL Toter REL	26.97
10132 CELL TOUCH	1553	NOVA RD north	1 COMMERCIAL TRASH	34.44
CELL TOUCH	1553	NOVA RD	1 96 GAL Toter REL	26.97
10136 NAILS 4 U (THANH SON VAN CAO)	1559	NOVA RD north	1 2 YARD DUMP 1 P/U	80.13
NAILS 4 U (THANH SON VAN CAO)	1559	NOVA RD	1 2 YD FEL 1X WK	64.08
10138 DIRECT GENERAL INSURANCE	1561	NOVA RD north	1 2 YARD DUMP 1 P/U	80.13
DIRECT GENERAL INSURANCE AGEN	1561	NOVA RD	1 2 YD FEL 1X WK	64.08
10140 WIRELESS UNIVERSE, LLC	1563	NOVA RD north	1 COMMERCIAL TRASH	34.44
WIRELESS UNIVERSE LLC	1563	NOVA RD	1 96 GAL Toter REL	26.97
10880 ELITE WIRELESS GROUP LLC	1565	NOVA RD north	1 COMMERCIAL TRASH	34.44
ELITE WIRELESS	1565	NOVA RD	1 96 GAL Toter REL	26.97
10142 CHINA STAR (CHUN ZHENG)	1567	NOVA RD north	2 2 YARD DUMP 1 P/U	160.26
CHINA STAR (CHUN ZHENG) (CITY)	1567	NOVA RD	1 2 YD FEL 2X WK	128.13
10152 GOODWILL INDUS OF CENTRAL FL	1577	NOVA RD north	1 LOCKING LID	15.14
10152 GOODWILL INDUS OF CENTRAL FL	1577	NOVA RD	3 6 YARD DUMP 1 P/U	721.14
GOODWILL INDUSTRIES	1577	NOVA RD	1 LOCK FEL	10
GOODWILL INDUSTRIES	1577	NOVA RD	1 6 YD FEL 3X WK	555.78
10154 QSDAYTONA, LLC DBA PAPA JOHN'S	1583	NOVA RD north	2 4 YARD DUMP 1 P/U	320.5

QS DAYTONA LLC DBA PAPA JOHNS	1583	NOVA RD	1 4 YD FEL 2X WK	227.86
10162 PULL II INC DBA WOODY'S BBQ	1591	NOVA RD north	2 4 YARD DUMP 1 P/U	320.5
PULL III, INC DBA WOODYS BBQ	1591	NOVA RD	1 4 YD FEL 2X WK	227.86
270 ORANGE GROVE MOTEL	128	RIDGEWOOD AVE	1 COMMERCIAL TRASH	34.44
270 ORANGE GROVE MOTEL	128	RIDGEWOOD AVE	1 COMM EXTRA CAN	34.44
RIDGEWOOD INN	128	RIDGEWOOD AVE	1 96 GAL TOTER REL	26.97
RIDGEWOOD INN	128	RIDGEWOOD AVE	1 96 GAL TOTER REL	26.97
272 VALUE PAWN INC	132	RIDGEWOOD AVE	1 4 YARD DUMP 1 P/U	160.25
VALUE PAWN	132	RIDGEWOOD AVE	1 4 YD FEL 1X WK	113.94
310 VOLUSIA CARPET SUPPLY	236	RIDGEWOOD AVE	1 COMMERCIAL TRASH	34.44
VOLUSIA CARPET SUPPLY	236	RIDGEWOOD AVE	1 96 GAL TOTER REL	26.97
314 WILLIAMS, J L	238	RIDGEWOOD AVE	1 COMMERCIAL TRASH	34.44
J L WILLIAMS	238	RIDGEWOOD AVE	1 96 GAL TOTER REL	26.97
344 SPAS ETC OF DAYTONA (NEWSON)	415	RIDGEWOOD AVE	1 COMMERCIAL TRASH	34.44
344 SPAS ETC OF DAYTONA (NEWSON)	415	RIDGEWOOD AVE	2 2 YARD DUMP 1 P/U	160.26
ETC SPAS OF DAYTONA	415	RIDGEWOOD AVE	1 96 GAL TOTER REL	26.97
ETC SPAS OF DAYTONA	415	RIDGEWOOD AVE	1 2 YD FEL 2X WK	128.13
352 460 RIDGEWOOD LLC	460	RIDGEWOOD AVE	2 8 YARD DUMP 1 P/U	641
460 RIDGEWOOD LLC	460	RIDGEWOOD AVE	1 BULK PICKUP FEL	4.91
460 RIDGEWOOD LLC	460	RIDGEWOOD AVE	9 BULK PICKUP FEL	44.19
460 RIDGEWOOD LLC	460	RIDGEWOOD AVE	1 8 YD FEL 2X WK	502.61
Ashland Mobile Home Community				
354 C F POOLS SUPPLIES INC(C EDEN)	466	RIDGEWOOD AVE	1 4 YARD DUMP 1 P/U	160.25
C AND F POOLS	466	RIDGEWOOD AVE	1 4 YD FEL 1X WK	113.94
No 4 Yard FEL or Toter				
358 MINEL INVESTMENTS, INC	500	RIDGEWOOD AVE	1 COMMERCIAL TRASH	34.44

358 MINEL INVESTMENTS, INC	500	RIDGEWOOD AVE	1 COMM EXTRA CAN	34.44
DELUXE MOTEL / MINEL INVESTEMN	500	RIDGEWOOD AVE	1 96 GAL TOTER REL	26.97
DELUXE MOTEL / MINEL INVESTEMN	500	RIDGEWOOD AVE	1 96 GAL TOTER REL	26.97
384 FOUR ANGEL'S DISCOUNT	600	RIDGEWOOD AVE	1 COMMERCIAL TRASH	34.44
FOUR ANGEL THRIFT AND CONSIGN	600	RIDGEWOOD AVE	1 96 GAL TOTER REL	26.97
386 DOLLAR GENERAL STORE #11501	601	RIDGEWOOD AVE	1 4 YARD DUMP 1 P/U	160.25
386 DOLLAR GENERAL STORE #11501	601	RIDGEWOOD AVE	1 LOCKING LID	15.14
DOLLAR GENERAL 11501	601	RIDGEWOOD AVE	1 LOCK FEL	10
DOLLAR GENERAL 11501	601	RIDGEWOOD AVE	1 4 YD FEL 1X WK	113.94
394 DAYTONA OUTREACH CENTER, INC.	621	RIDGEWOOD AVE	2 8 YARD DUMP 1 P/U	641
DAYTONA OUTREACH CENTER	612	RIDGEWOOD AVE	1 8 YD FEL 2X WK	502.61
404 WELD CCW LLC	618	RIDGEWOOD AVE	1 4 YARD DUMP 1 P/U	160.25
COMPLETE CUSTOM WHEEL	618	RIDGEWOOD AVE	1 4 YD FEL 1X WK	113.94
13074 ADVANCED MAINTENANCE & REPAIR	700	RIDGEWOOD AVE #101	1 8 YARD DUMP 1 P/U	320.5
ADVANCED MAINTENANCE REPAIR	700	RIDGEWOOD AVE UNIT 101	1 8 YD FEL 1X WK	251.3
412 SCHLOSSBERG, STEVEN	701	RIDGEWOOD AVE	2 2 YARD DUMP 1 P/U	160.26
SCHLOSSBERG, STEVEN	701	RIDGEWOOD AVE	1 2 YD FEL 2X WK	128.13
416 COTTAGE ROW PLAZA	721	RIDGEWOOD AVE	1 4 YARD DUMP 1 P/U	160.25
COTTAGE ROW PLAZA	721	RIDGEWOOD AVE	1 4 YD FEL 1X WK	113.94
422 ATLANTIC SCUBA(DAVID NOLAN)	724	RIDGEWOOD AVE	1 COMMERCIAL TRASH	34.44
ATLANTIC SCUBA	724	RIDGEWOOD AVE	1 96 GAL TOTER REL	26.97
Account has 2 96 Gal Toters				
418 DIRECT GENERAL CORPORATION	726	RIDGEWOOD AVE	1 2 YARD DUMP 1 P/U	80.13
DIRECT GENERAL CORP	726	RIDGEWOOD AVE	1 2 YD FEL 1X WK	64.08

420 BLUEWATER BOATS INC	730	RIDGEWOOD AVE	1 COMMERCIAL TRASH	34.44
BLUE WATER BOATS	730	RIDGEWOOD AVE	1 96 GAL Toter REL	26.97
Account has 2 96 Gal Toters				
424 BFFAR (COLOSIMO)	745	RIDGEWOOD AVE	2 4 YARD DUMP 1 P/U	320.5
BFFAR (COLOSIMO)	745	RIDGEWOOD AVE	1 4 YD FEL 2X WK	227.86
426 S & S GROCERY STORE INC	746	RIDGEWOOD AVE	1 2 YARD DUMP 1 P/U	80.13
S & S GROCERY STORE INC (CITY)	746	RIDGEWOOD AVE	1 2 YD FEL 1X WK	64.08
428 ALL CLASS AUTOS, LLC	747	RIDGEWOOD AVE	1 COMMERCIAL TRASH	34.44
ALL CLASS AUTOS LLC	747	RIDGEWOOD AVE	1 96 GAL Toter REL	26.97
Account has 2 96 Gal Toters				
432 QUALITY MOTEL(PEDERSEN)	801	RIDGEWOOD AVE	1 6 YARD DUMP 1 P/U	240.38
QUALITY MOTEL	801	RIDGEWOOD AVE	1 6 YD FEL 1X WK	188.57
434 FAMILY RENEW COMMUNITY	810	RIDGEWOOD AVE #A	2 8 YARD DUMP 1 P/U	641
FAMILY RENEW COMMUNITY	810	RIDGEWOOD AVE STE A	1 8 YD FEL 2X WK	502.61
14042 LOLLICH, JAMES A	1034	RIDGEWOOD AVE #A	6 COMMERCIAL TRASH	206.64
LOLLICH, JAMES	1034	RIDGEWOOD AVE STE A	1 96 GAL Toter REL	26.97
LOLLICH, JAMES	1034	RIDGEWOOD AVE STE A	1 96 GAL Toter REL	26.97
LOLLICH, JAMES	1034	RIDGEWOOD AVE STE A	1 96 GAL Toter REL	26.97
LOLLICH, JAMES	1034	RIDGEWOOD AVE STE A	1 96 GAL Toter REL	26.97
LOLLICH, JAMES	1034	RIDGEWOOD AVE STE A	1 96 GAL Toter REL	26.97
LOLLICH, JAMES	1034	RIDGEWOOD AVE STE A	1 96 GAL Toter REL	26.97
574 MAPLE LEAF OWN CONDO	1202	RIDGEWOOD AVE	4 4 YD DUMP 1 P/U	641
MAPLELEAF OWN CONDOS	1202	RIDGEWOOD AVE	5 BULK PICKUP FEL	24.55
MAPLELEAF OWN CONDOS	1202	RIDGEWOOD AVE	7 BULK PICKUP FEL	34.37
MAPLELEAF OWN CONDOS	1202	RIDGEWOOD AVE	17 BULK PICKUP FEL	83.47
MAPLELEAF OWN CONDOS	1202	RIDGEWOOD AVE	1 4 YD FEL 4X WK	455.73
Account has 1 4 Yard 2 X Per Week				

684 1501 BUILDING OF DB INC 1501 BLDG OF DAYTONA	1501 1501	RIDGEWOOD AVE #200 RIDGEWOOD AVE	2 4 YARD DUMP 1 P/U 1 4 YD FEL 2X WK	320.5 227.86
686 SUNTRUST BANKS INC SUNTRUST BANK	1510 1510	RIDGEWOOD AVE RIDGEWOOD AVE	2 2 YARD DUMP 1 P/U 1 2 YD FEL 2X WK	160.26 128.13
688 DIRECT BUSINESS CONSULTING INC DIRECT BUSINESS CONSULTING	1515 1515	RIDGEWOOD AVE RIDGEWOOD AVE	1 2 YARD DUMP 1 P/U 1 2 YD FEL 1X WK	80.13 64.08
690 MAGIC CAR WASH LLC (ELSTON) 690 MAGIC CAR WASH LLC (ELSTON) MAGIC CAR WASH LLC ELSTON MAGIC CAR WASH LLC ELSTON	1518 1518 1518 1518	RIDGEWOOD AVE RIDGEWOOD AVE RIDGEWOOD AVE RIDGEWOOD AVE	1 2 YARD DUMP 1 P/U 1 LOCKING LID 1 LOCK FEL 1 2 YD FEL 1X WK	80.13 15.14 10 64.08
692 KENNEDYS GARAGE INC KENNEDYS GARAGE	1519 1519	RIDGEWOOD AVE RIDGEWOOD AVE	1 4 YARD DUMP 1 P/U 1 4 YD FEL 1X WK	160.25 113.94
12414 BLUE TIDE APARTMENTS 12414 BLUE TIDE APARTMENTS 12414 BLUE TIDE APARTMENTS 12414 BLUE TIDE APARTMENTS BLUE TIDE	301 301 301 301 301	RIVERSIDE DR #A RIVERSIDE DR #A RIVERSIDE DR #A RIVERSIDE DR #A RIVERSIDE DR UNIT A	2 4 YD DUMP 1 P/U 2 2ND EX 4YD DMP 1 P/U 2 EXTRA 4YD DUMP 1 P/U 2 4TH EX 4YD DMP 1 P/U 4 4 YD FEL 2X WK	320.5 320.5 320.5 320.5 911.44
2440 KNELLER DEVELOPMENT CO, INC KNELLER DEVELOPMENT	1112 1112	RIVERSIDE DR RIVERSIDE DR 1/2	1 COMMERCIAL TRASH 1 96 GAL Toter REL	34.44 26.97
12684 BROOKEHOUSE, LLC BROOKHOUSE LLC	1112 1112	RIVERSIDE DR RIVERSIDE DR	2 2 YARD DUMP 1 P/U 1 2 YD FEL 2X WK	160.26 128.13
2444 MILTON HORWITZ REVOCABLE TRUST 2444 MILTON HORWITZ REVOCABLE TRUST	1120 1120	RIVERSIDE DR #A RIVERSIDE DR #A	3 RES/COMM TRASH 3 COMM/RES TRASH	60.78 103.32
2468 RAMPERSAD, TRICIA K MARTHA G HOLLING, TRUSTEE NOTE	1126 1126	RIVERSIDE DR RIVERSIDE DR	1 COMMERCIAL TRASH 1 8 YD FEL 1X WK	34.44 251.3

13332 DAYTONA HELMETS INTERNATIONAL DAYTONA HELMETS INTERNATIONAL	1541 1541	STATE AVE STATE AVE	1 4 YARD DUMP 1 P/U 1 4 YD FEL 1X WK	160.25 113.94
1218 THE BODY WERKS BODY WORKS THE	1617 1617	STATE AVE STATE AVE	2 4 YARD DUMP 1 P/U 1 4 YD FEL 2X WK	320.5 227.86
15286 MONTICELLI INVESTMENT INC. MONTICELLI INVESTMENTS INC	1620 1620	STATE AVE STATE AVE	1 4 YARD DUMP 1 P/U 1 4 YD FEL 1X WK	160.25 113.94
1442 TOTAL COMFORT HEAT & AIR COND TOTAL COMFORT HEAT AND AIR	325 325	WALKER ST #A WALKER ST	1 4 YARD DUMP 1 P/U 1 4 YD FEL 1X WK	160.25 113.94
1446 A1 RELIABLE AIR CONDITIONING A1 RELIABLE AIR CONDITIONING	326 326	WALKER ST WALKER ST	1 COMMERCIAL TRASH 1 96 GAL Toter REL	34.44 26.97
1450 FLORIDA A/C COMPANY FLORIDA AC COMPANY	330 330	WALKER ST WALKER ST	1 COMMERCIAL TRASH 1 96 GAL Toter REL	34.44 26.97
1456 THE TOY BOX(PETER&KIM ANGELL) TOY BOX THE	349 349	WALKER ST WALKER ST	1 2 YARD DUMP 1 P/U 1 2 YD FEL 1X WK	80.13 64.08
1458 THE TOY BOX(PETER&KIM ANGELL) TOY BOX THE	350 350	WALKER ST WALKER ST	1 2 YARD DUMP 1 P/U 1 2 YD FEL 1X WK	80.13 64.08
1460 GREAT OUTDOORS STORAGE LLC GREAT OUTDOORS STORAGE LLC	360 360	WALKER ST WALKER ST	1 2 YARD DUMP 1 P/U 1 2 YD FEL 1X WK	80.13 64.08
10164 KEITH'S QUALITY MARBLE & GRAN KEITHS QUALITY MARBLE AND GRAN	406 406	WALKER ST WALKER ST	2 2 YARD DUMP 1 P/U 1 2 YD FEL 2X WK	160.26 128.13
12062 FOR THE KIDS PROPERTIES	433	WALKER ST #1A	1 EXTRA 4YD DUMP 1 P/U	160.25
12062 FOR THE KIDS PROPERTIES	433	WALKER ST #1A	2 4 YARD DUMP 1 P/U	320.5
12062 FOR THE KIDS PROPERTIES	433	WALKER ST #1A	1 LOCKING LID	15.14
KIDS PROPERTIES	433	WALKER ST STE 1A	1 4 YD FEL 1X WK	113.94
KIDS PROPERTIES	433	WALKER ST STE 1A	1 4 YD FEL 2X WK	227.86

15306 FAMILY DOLLAR #8483 (REFUSE)
FAMILY DOLLAR 8483

782 YONGE ST
782 YONGE ST S

1 2 YARD DUMP 1 P/U
1 2 YD FEL 1X WK

80.13
64.08

Section 4

The spreadsheets contained in this report are the actual route sheets submitted by Waste Management for the daily collection of commercial solid waste by route.

The customer name, address, route code and service code.

Route code represents;

Monday - V126

Tuesday - V226

Wednesday - V326

Thursday - V426

Friday - V526

SVCode - Service Code

This is a 3 digit code representing the size of the container and frequency of pick up.

1st number represents the size of the container

2nd Letter "F" represents the type of container - FEL aka Dumpster

3rd Letter represents the frequency of pick ups

SERVICE_NM	HOUSE#	SERVICE_STREET_NM	SERVICE_CITY_NM	SVROUTNUMB	SVCODE	SVGRID
PITCHER WINDOW LLC	345	10TH ST	HOLLY HILL	V326	2F1	44
HIBISCUS VILLAS	563	10TH ST	HOLLY HILL	V126	2F2	78
HIBISCUS VILLAS	563	10TH ST	HOLLY HILL	V426	2F2	74.05
PIDMR	320	10TH ST STE A	HOLLY HILL	V326	2F1	45
DEFREITAS, RUDOLPH	326	14TH ST	HOLLY HILL	V326	4F1	36
R H MOHR	331	14TH ST UNIT A	HOLLY HILL	V326	4F1	35
BOBS SPACE RACER	427	15TH ST	HOLLY HILL	V126	4F3	61
BOBS SPACE RACER	427	15TH ST	HOLLY HILL	V126	8F3	61
BOBS SPACE RACER	427	15TH ST	HOLLY HILL	V326	4F3	75
BOBS SPACE RACER	427	15TH ST	HOLLY HILL	V326	8F3	75
BOBS SPACE RACER	427	15TH ST	HOLLY HILL	V526	4F3	95
BOBS SPACE RACER	427	15TH ST	HOLLY HILL	V526	8F3	95
CEDAR POINT CONDO	940	15TH ST	HOLLY HILL	V226	4F2	70
CEDAR POINT CONDO	940	15TH ST	HOLLY HILL	V526	4F2	89
HOLLY POINT APARTMENTS	1000	15TH ST	HOLLY HILL	V126	6F3	67
HOLLY POINT APARTMENTS	1000	15TH ST	HOLLY HILL	V126	6F2	67
HOLLY POINT APARTMENTS	1000	15TH ST	HOLLY HILL	V326	6F3	68
HOLLY POINT APARTMENTS	1000	15TH ST	HOLLY HILL	V526	6F3	90
HOLLY POINT APARTMENTS	1000	15TH ST	HOLLY HILL	V526	6F2	90
BATH FITTER	1161	15TH ST	HOLLY HILL	V226	6F2	11
BATH FITTER	1161	15TH ST	HOLLY HILL	V526	6F2	11
CITY OF HOLLY HILL/MARKET PLAC	101	2ND ST	HOLLY HILL	V126	4F2	39
CITY OF HOLLY HILL/MARKET PLAC	101	2ND ST	HOLLY HILL	V426	4F2	40
HUGHES SUPPLY CITY HOLLY HILL	236	2ND ST	HOLLY HILL	V126	4F2	43
HUGHES SUPPLY CITY HOLLY HILL	236	2ND ST	HOLLY HILL	V426	4F2	41
AUTO COLLISION EXPERTS	321	2ND ST	HOLLY HILL	V226	4F1	84
BURNS SUPPLY	342	2ND ST	HOLLY HILL	V226	4F1	34
L AND M WAREHOUSE	331	2ND ST UNIT 3	HOLLY HILL	V426	4F1	31
TRADEMARK METALS RECYCLING LLC	402	3RD ST	HOLLY HILL	V226	8F2	87
TRADEMARK METALS RECYCLING LLC	402	3RD ST	HOLLY HILL	V526	8F2	44
LARRY FANT (OSCEOLA)	555	3RD ST	HOLLY HILL	V126	4F2	84
LARRY FANT (OSCEOLA)	555	3RD ST	HOLLY HILL	V426	4F2	72
POOLSURE	567	3RD ST	HOLLY HILL	V126	2F1	83

H AND S FOOD STORE	600	3RD ST	HOLLY HILL	V126	2F1	82
ROBERT WEINBERG, OPERATING ACC	991	3RD ST	HOLLY HILL	V126	6F2	79
ROBERT WEINBERG, OPERATING ACC	991	3RD ST	HOLLY HILL	V426	6F2	71
EFFICIENCY MOTEL	243	5TH AVE	HOLLY HILL	V126	4F1	45
6TH STREET SALES	307	6TH ST	HOLLY HILL	V226	6F1	31
SOUTHEASTERN TRUCK TOPS, INC	402	6TH ST	HOLLY HILL	V426	2F1	25
SURFACE CRAFTERS	405	6TH ST	HOLLY HILL	V426	4F1	29
TEXGAS CORPORATION	411	6TH ST	HOLLY HILL	V226	6F1	81
460 RIDGEWOOD LLC	240	7TH ST	HOLLY HILL	V326	4F1	48
CAMBRIDGE COURT APARTMENTS (SA	325	8TH ST	HOLLY HILL	V326	4F1	42
DISABLED AMERICAN VETERANS	605	8TH ST	HOLLY HILL	V326	4F1	97
REGENTS PARK	640	8TH ST	HOLLY HILL	V126	4F3	77
REGENTS PARK	640	8TH ST	HOLLY HILL	V326	4F3	96
REGENTS PARK	640	8TH ST	HOLLY HILL	V526	4F3	85
TOTAL AUTOMOTIVE	1008	8TH ST	HOLLY HILL	V126	2F1	7
SEVERINO ENTERPRISES INC	1011	8TH ST	HOLLY HILL	V126	4F1	6
TYLO INVESTMENTS LLC	321	AND 323 CLIFTON AVE	HOLLY HILL	V126	4F2	85
TYLO INVESTMENTS LLC	321	AND 323 CLIFTON AVE	HOLLY HILL	V426	4F2	73
WILSONS AUTO REPAIR AND SALES	1050	BEACH ST N	HOLLY HILL	V226	4F1	43
RIVIERA COUNTRY CLUB	500	CALLE GRANDE ST	HOLLY HILL	V226	4F2	72
RIVIERA COUNTRY CLUB	500	CALLE GRANDE ST	HOLLY HILL	V526	4F2	21
COUNTY OF VOLUSIA EVAC	112	CARSWELL AVE	HOLLY HILL	V226	4F2	85
COUNTY OF VOLUSIA EVAC	112	CARSWELL AVE	HOLLY HILL	V526	4F2	48
B H MANAGEMENT CORTELL	130	CARSWELL AVE	HOLLY HILL	V526	6F1	49
ALPHA OMEGA GLASS	151	CARSWELL AVE	HOLLY HILL	V426	4F1	35
ALLIED BUILDING PRODUCTS	210	CARSWELL AVE	HOLLY HILL	V526	4F1	47
BURGESS PROPERTY MGMT	228	CARSWELL AVE	HOLLY HILL	V526	2F1	46
FLORIDA HEALTH CARE	230	CARSWELL AVE	HOLLY HILL	V526	6F1	45
CATES ELECTRIC	247	CARSWELL AVE	HOLLY HILL	V226	2F1	86
B H MANAGEMENT CORTELL	271	CARSWELL AVE	HOLLY HILL	V226	4F2	33
B H MANAGEMENT CORTELL	271	CARSWELL AVE	HOLLY HILL	V526	4F2	50
ROBERT WEINBERG	495	CARSWELL AVE	HOLLY HILL	V126	2F2	49
ROBERT WEINBERG	495	CARSWELL AVE	HOLLY HILL	V426	2F2	76
ECONOMY LABEL SALES	525	CARSWELL AVE	HOLLY HILL	V126	4F2	48

ECONOMY LABEL SALES	525	CARSWELL AVE	HOLLY HILL	V426	4F2	75
ARROW WRECKER	541	CARSWELL AVE	HOLLY HILL	V226	2F1	89
TOP NOTCH BODY SHOP LLC	635	CARSWELL AVE	HOLLY HILL	V126	2F1	84
KOONTZ HEATING AND AIR	651	CARSWELL AVE	HOLLY HILL	V326	4F1	101
TG PROPERTIES (CITY)	801	CARSWELL AVE	HOLLY HILL	V326	2F1	43
MEDIA TECH INC	829	CARSWELL AVE	HOLLY HILL	V526	4F1	38
JON HALL CHEVROLET	836	CARSWELL AVE	HOLLY HILL	V526	2F1	37
ADKINS JAMES	935	CARSWELL AVE	HOLLY HILL	V526	4F1	36
CIOCCHETTI FAMILY TRUST	262	CARSWELL AVE STE A	HOLLY HILL	V426	2F1	30
FARMAR LLC TREE VIEW(F SALAME)	913	CATHERINE AVE UNIT A	HOLLY HILL	V126	4F3	76
FARMAR LLC TREE VIEW(F SALAME)	913	CATHERINE AVE UNIT A	HOLLY HILL	V326	4F3	95
FARMAR LLC TREE VIEW(F SALAME)	913	CATHERINE AVE UNIT A	HOLLY HILL	V526	4F3	84
GONZALEZ, BENILDA	401	CENTER AVE	HOLLY HILL	V426	2F1	74
HOLLY SQUARE HOMEOWNERS	840	CENTER AVE	HOLLY HILL	V326	4F1	98
SPEEDY MART	949	CENTER AVE	HOLLY HILL	V326	2F1	99
UNITED BRETHREN CHURCH	1601	CENTER AVE	HOLLY HILL	V126	4F3	62
UNITED BRETHREN CHURCH	1601	CENTER AVE	HOLLY HILL	V226	4F3	71
UNITED BRETHREN CHURCH	1601	CENTER AVE	HOLLY HILL	V426	4F3	79.05
CHARTER OAKS GOLDSTAR DEVELOP	1200	CHARTER OAKS CIR	HOLLY HILL	V226	4F2	67
CHARTER OAKS GOLDSTAR DEVELOP	1200	CHARTER OAKS CIR	HOLLY HILL	V526	4F2	87
TOMS TROPIC AIR	604	COMMERCIAL DR	HOLLY HILL	V226	2F1	28
PARTS HOUSE THE	606	COMMERCIAL DR	HOLLY HILL	V226	2F1	29
MARBLE CRAFTERS	711	COMMERCIAL DR	HOLLY HILL	V426	4F1	26
ALL AMERICAN AIR INC	611-A	COMMERCIAL DR STE A	HOLLY HILL	V326	8F1	100
CUBCO INC	605	COMMERCIAL DR STE B	HOLLY HILL	V126	2F2	32
CUBCO INC	605	COMMERCIAL DR STE B	HOLLY HILL	V426	2F2	27
HALIFAX CUSTOM CABINETS	618	COMMERCIAL DR UNIT C	HOLLY HILL	V226	2F1	30
SUNOCO INC 2530	100	DAYTONA AVE	HOLLY HILL	V126	4F2	36
SUNOCO INC 2530	100	DAYTONA AVE	HOLLY HILL	V426	4F2	38
SICA HALL	1065	DAYTONA AVE	HOLLY HILL	V126	4F2	51
SICA HALL	1065	DAYTONA AVE	HOLLY HILL	V426	4F2	42
NEW LIFE MISSIONARY BAPTIST	1625	DERBYSHIRE RD	HOLLY HILL	V526	2F1	91
DENDRITE ENTERPRISES	1111A	ENTERPRISE CT	HOLLY HILL	V126	4F3	55
DENDRITE ENTERPRISES	1111A	ENTERPRISE CT	HOLLY HILL	V326	4F3	88

DENDRITE ENTERPRISES	1111A	ENTERPRISE CT	HOLLY HILL	V326	6F2	88
DENDRITE ENTERPRISES	1111A	ENTERPRISE CT	HOLLY HILL	V526	4F3	35
DENDRITE ENTERPRISES	1111A	ENTERPRISE CT	HOLLY HILL	V526	6F2	35
HIGHLANDER CORPORATION	1540	ESPANOLA AVE	HOLLY HILL	V326	4F1	79
1620 ESPANOLA A-I	1620	ESPANOLA AVE	HOLLY HILL	V126	2F2	26
1620 ESPANOLA A-I	1620	ESPANOLA AVE	HOLLY HILL	V426	2F2	83
NAVARRA, JOSEPH	1625	ESPANOLA AVE	HOLLY HILL	V126	4F2	25
NAVARRA, JOSEPH	1625	ESPANOLA AVE	HOLLY HILL	V426	4F2	82
WARHOLA LLC	1629	ESPANOLA AVE	HOLLY HILL	V326	4F1	82
ED KELLY	625	FERN AVE	HOLLY HILL	V426	4F1	68
CITGO FOODMART	563	FLOMICH AVE	HOLLY HILL	V326	2F1	19
MILLSPAUGH LOI	571	FLOMICH AVE UNIT 79	HOLLY HILL	V126	4F2	63
MILLSPAUGH LOI	571	FLOMICH AVE UNIT 79	HOLLY HILL	V426	4F2	79.01
TROPICAL SEAS	346	FLOMICH ST	HOLLY HILL	V126	2F2	27
TROPICAL SEAS	346	FLOMICH ST	HOLLY HILL	V426	2F2	20
ORMOND GRANITE INC	395	FLOMICH ST	HOLLY HILL	V326	2F1	71
MAACO COLLISON/AUTO REPAIR	395	FLOMICH ST STE A	HOLLY HILL	V526	6F1	15
OAK ST ENTERPRISES LLC	403	FLOMICH ST STE A	HOLLY HILL	V326	2F1	72
KENCO SIGNS	1539	GARDEN AVE	HOLLY HILL	V326	2F1	74
RAMASAMI,TRAVIS	1562	GARDEN AVE	HOLLY HILL	V326	4F1	73
PET PARADISE	1211	GOLF AVE	HOLLY HILL	V326	6F1	66
AUTUMN WOODS APARTMENTS	801	GROVE AVE	HOLLY HILL	V226	4F1	80
APARTMENTS DAN RICE	1579	HAMMOCK DR	HOLLY HILL	V326	4F1	69
CAST CRETE USA INC	600	HOLLY ST	HOLLY HILL	V426	4F1	67
ATLANTIC CENTRAL ENTP INC	334	LPGA BLVD	HOLLY HILL	V326	2F1	87
CITY OF HOLLY HILL	453	LPGA BLVD	HOLLY HILL	V326	2F1	89
CITY OF HOLLY HILL	453	LPGA BLVD	HOLLY HILL	V326	4F1	89
UNIVERSAL TOWING INC	542	LPGA BLVD	HOLLY HILL	V226	2F1	49
CREATIVE TOUCH	544	LPGA BLVD	HOLLY HILL	V226	4F1	48
SNOW ENTERPRISES SO EAST LLC	574	LPGA BLVD	HOLLY HILL	V226	2F1	79
CREATIVE RE PROS (SEE 4 SCREEN	1247	LPGA BLVD	HOLLY HILL	V226	6F1	18
NATIONAL CHURCH RES	668	LPGA BLVD STE 901	HOLLY HILL	V326	4F1	90
DENDRITE ENTERPRISES	456	LPGA BLVD STE B	HOLLY HILL	V126	8F2	53
DENDRITE ENTERPRISES	456	LPGA BLVD STE B	HOLLY HILL	V426	8F2	47

DENDRITE ENTERPRISES	456	LPGA BLVD STE C	HOLLY HILL	V126	8F2	54
DENDRITE ENTERPRISES	456	LPGA BLVD STE C	HOLLY HILL	V426	8F2	48
DBA AAMCO TRANSMISSION (CITY)	134	MASON AVE	HOLLY HILL	V426	2F1	37
SURFACE CRAFTERS	104	MODERNAGE BLVD	HOLLY HILL	V426	4F1	28
TIC HOLLY HILL LLC	1025	N NOVA RD	HOLLY HILL	V126	4F1	80
TIC HOLLY HILL LLC	1027	N NOVA RD	HOLLY HILL	V126	6F2	81
TIC HOLLY HILL LLC	1027	N NOVA RD	HOLLY HILL	V426	6F2	70
TROPICAL LAUNDRY (GREEN VORTEX	1525	N NOVA RD	HOLLY HILL	V226	2F1	23
SAFELITE AUTOGLASS	1550	N NOVA RD	HOLLY HILL	V326	8F1	0
KOFFEE KUP STE 101	1025	NOVA RD N	HOLLY HILL	V426	8F1	69
DEAN'S AUTO OUTLET	1090	NOVA RD N	HOLLY HILL	V226	2F1	7
ORMOND REPAIR CENTER	1137	NOVA RD N	HOLLY HILL	V126	4F1	68
NOVA COMMERCE CENTER	1440	NOVA RD N	HOLLY HILL	V326	8F1	10
PERSONAL TOUCH OF VOLUSIA LLC	1451	NOVA RD N	HOLLY HILL	V326	2F1	11
UNITED RENTALS	1472	NOVA RD N	HOLLY HILL	V426	8F1	65
HOLLY HILL SELF STORAGE	1480	NOVA RD N	HOLLY HILL	V326	2F1	9
MATRESS CHOICE, LLC	1501	NOVA RD N	HOLLY HILL	V226	2F2	24
MATRESS CHOICE, LLC	1501	NOVA RD N	HOLLY HILL	V526	2F2	13
DISCOUNT AUTO PARTS CITY HH	1511	NOVA RD N	HOLLY HILL	V326	4F1	12
SHAKES FROZEN CUSTARD	1517	NOVA RD N	HOLLY HILL	V126	2F2	8
SHAKES FROZEN CUSTARD	1517	NOVA RD N	HOLLY HILL	V426	2F2	11
WINN DIXIE 2258	1541	NOVA RD N	HOLLY HILL	V126	8F6	12
WINN DIXIE 2258	1541	NOVA RD N	HOLLY HILL	V126	8F3	12
WINN DIXIE 2258	1541	NOVA RD N	HOLLY HILL	V226	8F6	22
WINN DIXIE 2258	1541	NOVA RD N	HOLLY HILL	V226	8F3	22
WINN DIXIE 2258	1541	NOVA RD N	HOLLY HILL	V326	8F6	94
WINN DIXIE 2258	1541	NOVA RD N	HOLLY HILL	V426	8F6	16
WINN DIXIE 2258	1541	NOVA RD N	HOLLY HILL	V526	8F6	83
RENT RITE	1545	NOVA RD N	HOLLY HILL	V226	2F1	21
FAMILY DOLLAR 503	1549	NOVA RD N	HOLLY HILL	V326	4F1	93
NAILS 4 U (THANH SON VAN CAO)	1559	NOVA RD N	HOLLY HILL	V326	2F1	92
CHINA STAR (CHUN ZHENG) (CITY)	1567	NOVA RD N	HOLLY HILL	V226	2F2	20
CHINA STAR (CHUN ZHENG) (CITY)	1567	NOVA RD N	HOLLY HILL	V526	2F2	82
GOODWILL INDUSTRIES	1577	NOVA RD N	HOLLY HILL	V126	6F3	10

GOODWILL INDUSTRIES	1577	NOVA RD N	HOLLY HILL	V326	6F3	91
GOODWILL INDUSTRIES	1577	NOVA RD N	HOLLY HILL	V526	6F3	80
QS DAYTONA LLC DBA PAPA JOHNS	1583	NOVA RD N	HOLLY HILL	V126	4F2	9
QS DAYTONA LLC DBA PAPA JOHNS	1583	NOVA RD N	HOLLY HILL	V426	4F2	15
FACT O BAKE	1590	NOVA RD N	HOLLY HILL	V426	6F1	10
PULL III, INC DBA WOODYS BBQ	1591	NOVA RD N	HOLLY HILL	V226	4F2	19
PULL III, INC DBA WOODYS BBQ	1591	NOVA RD N	HOLLY HILL	V526	4F2	81
J-8 LAND PARTNERS LLLP	1595	NOVA RD N	HOLLY HILL	V426	4F1	13
AMSCOT	1599	NOVA RD N	HOLLY HILL	V426	2F1	12
WALGREENS	1600	NOVA RD N	HOLLY HILL	V226	4F2	66
WALGREENS	1600	NOVA RD N	HOLLY HILL	V526	4F2	77
MORAN FOODS DBA SAV-A-LOT	1603	NOVA RD N	HOLLY HILL	V126	8F3	14
MORAN FOODS DBA SAV-A-LOT	1603	NOVA RD N	HOLLY HILL	V326	8F3	14
MORAN FOODS DBA SAV-A-LOT	1603	NOVA RD N	HOLLY HILL	V526	8F3	79
ALL FLORIDA PLUMBING	1670	NOVA RD N	HOLLY HILL	V226	4F1	14
THE LAST CHANCE	1675	NOVA RD N	HOLLY HILL	V326	4F1	15
NOVA ROAD HESS	1695	NOVA RD N	HOLLY HILL	V326	2F1	17
ALOHA MARINE	1700	NOVA RD N	HOLLY HILL	V126	4F2	71
ALOHA MARINE	1700	NOVA RD N	HOLLY HILL	V426	4F2	64
SUNOCO NOVA GAS STATION INC	1705	NOVA RD N	HOLLY HILL	V326	4F1	16
ULTRA SHINE CAR WASH INC	1708	NOVA RD N	HOLLY HILL	V226	2F2	13
ULTRA SHINE CAR WASH INC	1708	NOVA RD N	HOLLY HILL	V526	2F2	12
GULF EAGLE SUPPLY	1751	NOVA RD N	HOLLY HILL	V226	4F1	69
NOVA COMMERCIAL PROPERTY CONDO	1757	NOVA RD N	HOLLY HILL	V126	4F3	66
NOVA COMMERCIAL PROPERTY CONDO	1757	NOVA RD N	HOLLY HILL	V326	4F3	67
NOVA COMMERCIAL PROPERTY CONDO	1757	NOVA RD N	HOLLY HILL	V526	4F3	88
DOLGENCORP LLC DBA DOLLAR GENE	1800	NOVA RD N	HOLLY HILL	V326	4F1	8
ELECTRONIC AWARDS	1831	NOVA RD N	HOLLY HILL	V326	2F1	18
GEORGE NOUR	1873	NOVA RD N	HOLLY HILL	V126	4F2	15
GEORGE NOUR	1873	NOVA RD N	HOLLY HILL	V426	4F2	17
PINKY JOYCE FOOD MART INC	1892	NOVA RD N	HOLLY HILL	V326	6F1	6
FOX MATTRESS	1966	NOVA RD N	HOLLY HILL	V326	8F1	64
GUARANTEED WATER AND AIR LLC	1976	NOVA RD N	HOLLY HILL	V326	2F1	5
KENNEDY CARS	1992	NOVA RD N	HOLLY HILL	V326	2F1	65

FLOWERS BAKERY	2001	NOVA RD N	HOLLY HILL	V226	4F2	9
FLOWERS BAKERY	2001	NOVA RD N	HOLLY HILL	V526	4F2	10
BROWNS BILLIARDS (DYRESON)	1595-D	NOVA RD N	HOLLY HILL	V426	2F1	14
JEANIES PUB INC	1040	NOVA RD S	HOLLY HILL	V226	2F1	6
TIRE CITY	1178	NOVA RD S	HOLLY HILL	V426	2F1	9
SHOPPES OF HOLLY HILL	1607	NOVA RD UNIT A	HOLLY HILL	V126	4F3	13
SHOPPES OF HOLLY HILL	1607	NOVA RD UNIT A	HOLLY HILL	V326	4F3	13
SHOPPES OF HOLLY HILL	1607	NOVA RD UNIT A	HOLLY HILL	V526	4F3	78
TRINITY ACADEMY AND PRE SCHOOL	233	OAKRIDGE ST	HOLLY HILL	V226	2F1	35
SUNNILAND CORPORATION	1563	PINE AVE	HOLLY HILL	V326	4F1	76
HERITAGE HOA	1551	REVERE LN	HOLLY HILL	V126	6F2	64
HERITAGE HOA	1551	REVERE LN	HOLLY HILL	V526	6F2	94
KRYSTALS	101	RIDGEWOOD AVE	HOLLY HILL	V126	6F3	37
KRYSTALS	101	RIDGEWOOD AVE	HOLLY HILL	V326	6F3	104
KRYSTALS	101	RIDGEWOOD AVE	HOLLY HILL	V526	6F3	55
SUNOCO INC (R&M)	102	RIDGEWOOD AVE	HOLLY HILL	V126	2F1	34
VALUE PAWN	132	RIDGEWOOD AVE	HOLLY HILL	V426	4F1	34
MCDONALDS	151	RIDGEWOOD AVE	HOLLY HILL	V126	4F2	38
MCDONALDS	151	RIDGEWOOD AVE	HOLLY HILL	V426	4F2	39
ALL FLORIDA REALTY	152	RIDGEWOOD AVE	HOLLY HILL	V426	2F1	32
FAST TRAC PIZZA	158	RIDGEWOOD AVE	HOLLY HILL	V126	4F2	33
FAST TRAC PIZZA	158	RIDGEWOOD AVE	HOLLY HILL	V426	4F2	33
WOODWARD FUNERAL HOME/233 2ND	167	RIDGEWOOD AVE	HOLLY HILL	V226	4F1	36
HANSARDS	170	RIDGEWOOD AVE	HOLLY HILL	V226	4F1	83
NORTH FLORIDA LUBES 1005	215	RIDGEWOOD AVE	HOLLY HILL	V226	2F1	37
AUTOMASTERS ORG	229	RIDGEWOOD AVE	HOLLY HILL	V226	2F1	39
CHASE CAR SALE & LEASING	241	RIDGEWOOD AVE	HOLLY HILL	V226	2F1	0
MADDENS ACE HARDWARE	261	RIDGEWOOD AVE	HOLLY HILL	V226	4F1	41
BLACK RIVER LLC	403	RIDGEWOOD AVE	HOLLY HILL	V126	4F2	44
BLACK RIVER LLC	403	RIDGEWOOD AVE	HOLLY HILL	V526	4F2	56
ETC SPAS OF DAYTONA	415	RIDGEWOOD AVE	HOLLY HILL	V226	2F2	44
ETC SPAS OF DAYTONA	415	RIDGEWOOD AVE	HOLLY HILL	V526	2F2	57
460 RIDGEWOOD LLC	460	RIDGEWOOD AVE	HOLLY HILL	V126	8F2	0
460 RIDGEWOOD LLC	460	RIDGEWOOD AVE	HOLLY HILL	V426	8F2	24.01

C AND F POOLS	466	RIDGEWOOD AVE	HOLLY HILL	V326	4F1	102
BLUE HAVEN EFFICIENCY	522	RIDGEWOOD AVE	HOLLY HILL	V226	8F1	32
NORTH SOUTH SUPPLY INC	530	RIDGEWOOD AVE	HOLLY HILL	V226	2F1	82
DOLLAR GENERAL 11501	601	RIDGEWOOD AVE	HOLLY HILL	V326	4F1	105
DAYTONA OUTREACH CENTER	612	RIDGEWOOD AVE	HOLLY HILL	V226	8F2	26
DAYTONA OUTREACH CENTER	612	RIDGEWOOD AVE	HOLLY HILL	V526	8F2	42
COMPLETE CUSTOM WHEEL	618	RIDGEWOOD AVE	HOLLY HILL	V526	4F1	43
SCHLOSSBERG, STEVEN	701	RIDGEWOOD AVE	HOLLY HILL	V226	2F2	45
SCHLOSSBERG, STEVEN	701	RIDGEWOOD AVE	HOLLY HILL	V526	2F2	58
COTTAGE ROW PLAZA	721	RIDGEWOOD AVE	HOLLY HILL	V226	4F1	46
DIRECT GENERAL CORP	726	RIDGEWOOD AVE	HOLLY HILL	V526	2F1	40
BFFAR (COLOSIMO)	745	RIDGEWOOD AVE	HOLLY HILL	V226	4F2	47
BFFAR (COLOSIMO)	745	RIDGEWOOD AVE	HOLLY HILL	V526	4F2	59
S & S GROCERY STORE INC (CITY)	746	RIDGEWOOD AVE	HOLLY HILL	V326	2F1	47
SHUBH SHAKTI(ROHITUPAKHYA)	749	RIDGEWOOD AVE	HOLLY HILL	V126	2F3	50
SHUBH SHAKTI(ROHITUPAKHYA)	749	RIDGEWOOD AVE	HOLLY HILL	V326	2F3	49
SHUBH SHAKTI(ROHITUPAKHYA)	749	RIDGEWOOD AVE	HOLLY HILL	V526	2F3	60
QUALITY MOTEL	801	RIDGEWOOD AVE	HOLLY HILL	V526	6F1	61
ICE COLD AUTO AIR	850	RIDGEWOOD AVE	HOLLY HILL	V326	2F1	41
UNITY CHURCH	908	RIDGEWOOD AVE	HOLLY HILL	V326	2F1	40
CAR SHOP THE	950	RIDGEWOOD AVE	HOLLY HILL	V126	4F1	46
HOLLY HILL CITY HALL	1065	RIDGEWOOD AVE	HOLLY HILL	V426	6FL	43
MORETZ FABRIC AND FOAM	1129	RIDGEWOOD AVE	HOLLY HILL	V426	2F1	49
MAPLELEAF OWN CONDOS	1202	RIDGEWOOD AVE	HOLLY HILL	V126	4F4	31
MAPLELEAF OWN CONDOS	1202	RIDGEWOOD AVE	HOLLY HILL	V326	4F4	39
MAPLELEAF OWN CONDOS	1202	RIDGEWOOD AVE	HOLLY HILL	V526	4F4	34
TRINITY LUTHERAN CHURCH	1205	RIDGEWOOD AVE	HOLLY HILL	V326	4F1	50
SPIKES ATHLETIC FOOTWEAR	1237	RIDGEWOOD AVE	HOLLY HILL	V426	2F1	50
TROPICAL GABLES	1245	RIDGEWOOD AVE	HOLLY HILL	V226	2F2	51
TROPICAL GABLES	1245	RIDGEWOOD AVE	HOLLY HILL	V526	2F2	63
FLORIDA HEALTH CARE	1340	RIDGEWOOD AVE	HOLLY HILL	V126	8F5	29
FLORIDA HEALTH CARE	1340	RIDGEWOOD AVE	HOLLY HILL	V226	8F5	78
FLORIDA HEALTH CARE	1340	RIDGEWOOD AVE	HOLLY HILL	V326	8F5	37
FLORIDA HEALTH CARE	1340	RIDGEWOOD AVE	HOLLY HILL	V426	8F5	22

FLORIDA HEALTH CARE	1340	RIDGEWOOD AVE	HOLLY HILL	V526	8F5	31
GERBER JEWELERS	1500	RIDGEWOOD AVE	HOLLY HILL	V526	2F1	32
1501 BLDG OF DAYTONA	1501	RIDGEWOOD AVE	HOLLY HILL	V226	4F2	52
1501 BLDG OF DAYTONA	1501	RIDGEWOOD AVE	HOLLY HILL	V526	4F2	64
SUNTRUST BANK	1510	RIDGEWOOD AVE	HOLLY HILL	V126	2F2	59
SUNTRUST BANK	1510	RIDGEWOOD AVE	HOLLY HILL	V426	2F2	79
DIRECT BUSINESS CONSULTING	1515	RIDGEWOOD AVE	HOLLY HILL	V326	2F1	52
MAGIC CAR WASH LLC ELSTON	1518	RIDGEWOOD AVE	HOLLY HILL	V326	2F1	78
KENNEDYS GARAGE	1519	RIDGEWOOD AVE	HOLLY HILL	V326	4F1	51
AUTO WORKS OF HOLLY HILL	1521	RIDGEWOOD AVE	HOLLY HILL	V326	2F1	53
INSTALLER INSTITUTE	1524	RIDGEWOOD AVE	HOLLY HILL	V226	2F2	77
INSTALLER INSTITUTE	1524	RIDGEWOOD AVE	HOLLY HILL	V526	2F2	30
CRANK AND CHROME CYCLES	1533	RIDGEWOOD AVE	HOLLY HILL	V326	2F1	54
SNS STORES LLC	1537	RIDGEWOOD AVE	HOLLY HILL	V326	4F1	55
JAVA JUNCTION (PHALLEK IN)	1543	RIDGEWOOD AVE	HOLLY HILL	V126	2F2	16
JAVA JUNCTION (PHALLEK IN)	1543	RIDGEWOOD AVE	HOLLY HILL	V426	2F2	18
DOLLAR TREE 5204	1548	RIDGEWOOD AVE	HOLLY HILL	V326	4F1	77
FIRST UNION NATIONAL BANK	1600	RIDGEWOOD AVE	HOLLY HILL	V326	2F1	80
7 ELEVEN	1601	RIDGEWOOD AVE	HOLLY HILL	V126	4F2	17
7 ELEVEN	1601	RIDGEWOOD AVE	HOLLY HILL	V426	4F2	19
LUDELVA LLC	1609	RIDGEWOOD AVE	HOLLY HILL	V326	2F1	52.01
RIO VISTA PARTNERS INC	1617	RIDGEWOOD AVE	HOLLY HILL	V526	2F1	65
JBMS ENT EAGLE GLASS ESPANOLA	1630	RIDGEWOOD AVE	HOLLY HILL	V326	2F1	81
RIVIERA PLAZA (H. MARKOVICS)	1700	RIDGEWOOD AVE	HOLLY HILL	V226	6F2	75
RIVIERA PLAZA (H. MARKOVICS)	1700	RIDGEWOOD AVE	HOLLY HILL	V526	6F2	29
SOUTHERN AUTO SALES OF DAYTONA	1701	RIDGEWOOD AVE	HOLLY HILL	V526	2F1	66
DAYTONA BCH BOARD OF REALTORS	1716	RIDGEWOOD AVE	HOLLY HILL	V226	2F2	74
DAYTONA BCH BOARD OF REALTORS	1716	RIDGEWOOD AVE	HOLLY HILL	V526	2F2	28
TECO PEOPLES GAS	1722	RIDGEWOOD AVE	HOLLY HILL	V526	2F1	27
COLLINS, JOHN	1729	RIDGEWOOD AVE	HOLLY HILL	V226	4F2	53
COLLINS, JOHN	1729	RIDGEWOOD AVE	HOLLY HILL	V526	4F2	68
FLORIDA LIFE FURNITURE AND LAM	1750	RIDGEWOOD AVE	HOLLY HILL	V526	2F1	26
RIVIERA SENIOR LIVING	1825	RIDGEWOOD AVE	HOLLY HILL	V126	8F3	56
RIVIERA SENIOR LIVING	1825	RIDGEWOOD AVE	HOLLY HILL	V326	8F3	56

RIVIERA SENIOR LIVING	1825	RIDGEWOOD AVE	HOLLY HILL	V526	8F3	67
WALGREENS 6798	1829	RIDGEWOOD AVE	HOLLY HILL	V126	2C2	21
WALGREENS 6798	1829	RIDGEWOOD AVE	HOLLY HILL	V426	2C2	51
SDI OF HOLLY HILL	1830	RIDGEWOOD AVE	HOLLY HILL	V526	6F1	24
SUBWAY 27653	1836	RIDGEWOOD AVE	HOLLY HILL	V126	2F3	19
SUBWAY 27653	1836	RIDGEWOOD AVE	HOLLY HILL	V326	2F3	25
SUBWAY 27653	1836	RIDGEWOOD AVE	HOLLY HILL	V526	2F3	23
CREATIVE HAIRDRESSERS	1840	RIDGEWOOD AVE	HOLLY HILL	V326	2F1	24
CHINA HOUSE	1844	RIDGEWOOD AVE	HOLLY HILL	V126	2F3	18
CHINA HOUSE	1844	RIDGEWOOD AVE	HOLLY HILL	V326	2F3	23
CHINA HOUSE	1844	RIDGEWOOD AVE	HOLLY HILL	V526	2F3	22
RIVERSIDE NATIONAL BANK	1852	RIDGEWOOD AVE	HOLLY HILL	V326	2F1	22
SEMINOLE MOTOR COURT	227	RIDGEWOOD AVE STE 3	HOLLY HILL	V226	4F1	38
FAMILY RENEW COMMUNITY	810	RIDGEWOOD AVE STE A	HOLLY HILL	V226	8F2	25
FAMILY RENEW COMMUNITY	810	RIDGEWOOD AVE STE A	HOLLY HILL	V526	8F2	39
MOTORSPORT MARKETING INC	915	RIDGEWOOD AVE STE A	HOLLY HILL	V526	2F1	62
ADVANCED MAINTENANCE REPAIR	700	RIDGEWOOD AVE UNIT 101	HOLLY HILL	V526	8F1	41
ONE HORSE SALOON	1130	RIDGEWOOD AVE UNIT B	HOLLY HILL	V426	2F1	24
MARINA GRANDE	231	RIVERSIDE DR	HOLLY HILL	V126	2F3	40
MARINA GRANDE	231	RIVERSIDE DR	HOLLY HILL	V426	2F3	77
RIVERSIDE TRAILER PARK	246	RIVERSIDE DR	HOLLY HILL	V126	2F2	42
RIVERSIDE TRAILER PARK	246	RIVERSIDE DR	HOLLY HILL	V526	2F2	52
FLAMINGO FLORIST	258	RIVERSIDE DR	HOLLY HILL	V226	4F1	42
BROOKHOUSE LLC	1112	RIVERSIDE DR	HOLLY HILL	V126	2F2	52
BROOKHOUSE LLC	1112	RIVERSIDE DR	HOLLY HILL	V426	2F2	46
MARTHA G HOLLING, TRUSTEE NOTE	1126	RIVERSIDE DR	HOLLY HILL	V426	8F1	45
BLUE TIDE	301	RIVERSIDE DR UNIT A	HOLLY HILL	V126	4F2	41
BLUE TIDE	301	RIVERSIDE DR UNIT A	HOLLY HILL	V426	4F2	78
RIVIERA VILLAGE ASSOC (HOA)	1650	RIVIERA VILLAGE HOA	HOLLY HILL	V226	4F1	76
RIVIERA VILLAGE ASSOC INC(HOA)	1704	RIVIERA VILLAGE HOA	HOLLY HILL	V226	4F1	73
SPRING GARDEN COURT APARTMENTS	1601	SPRING GARDEN CT	HOLLY HILL	V126	4F3	65
SPRING GARDEN COURT APARTMENTS	1601	SPRING GARDEN CT	HOLLY HILL	V326	4F3	70
SPRING GARDEN COURT APARTMENTS	1601	SPRING GARDEN CT	HOLLY HILL	V526	4F3	93
A C GOODIER	221	STATE AVE	HOLLY HILL	V326	4F1	103

CROSS CREEK APTS	601	STATE AVE	HOLLY HILL	V226	4F1	27
MARY ANN VISHNU INC	842	STATE AVE	HOLLY HILL	V326	4F1	46
M AND M ENTERPRISE	1502	STATE AVE	HOLLY HILL	V326	4F1	34
MORGAN, RICK	1510	STATE AVE	HOLLY HILL	V126	2F2	28
MORGAN, RICK	1510	STATE AVE	HOLLY HILL	V426	2F2	21
UNITED WATER RESTORATION GRP	1521	STATE AVE	HOLLY HILL	V526	4F1	16
DAYTONA HELMETS INTERNATIONAL	1541	STATE AVE	HOLLY HILL	V326	4F1	32
BODY WORKS THE	1617	STATE AVE	HOLLY HILL	V126	4F2	58
BODY WORKS THE	1617	STATE AVE	HOLLY HILL	V426	4F2	81
MONTICELLI INVESTMENTS INC	1620	STATE AVE	HOLLY HILL	V326	4F1	20
TELCOVE INC	1640	STATE AVE	HOLLY HILL	V326	2F1	29
ALL DAYTONA SEPTIC	1641	STATE AVE	HOLLY HILL	V526	4F1	17
LORDS PROVISIONS	1646	STATE AVE	HOLLY HILL	V326	2F1	27
SALON CABINETRY INC	1648	STATE AVE	HOLLY HILL	V326	2F1	28
JOE SFERA	1681	STATE AVE	HOLLY HILL	V526	6F1	18
JOE SFERA	1697	STATE AVE	HOLLY HILL	V526	4F1	19
JOE SFERA	1701	STATE AVE	HOLLY HILL	V526	4F1	20
ALL STAR SPORTS	1722	STATE AVE	HOLLY HILL	V326	2F1	26
VON AIRE INC	1738	STATE AVE	HOLLY HILL	V326	6F1	21
HORNEREXPRESS INC	1530	STATE AVE STE C	HOLLY HILL	V126	8F1	60
MONTICELLI INVESTMENTS	1518	STATE AVE UNIT A	HOLLY HILL	V326	4F1	33
DINETTE DESIGNS	1526	STATE AVE UNIT D&E	HOLLY HILL	V326	2F1	30
MONTICELLI INVESTMENTS INC	1532	STATE AVE UNIT I	HOLLY HILL	V326	6F1	31
STATE STREET WAREHOUSES	1770	STATE ST	HOLLY HILL	V126	8F1	20
TOTAL COMFORT HEAT AND AIR	325	WALKER ST	HOLLY HILL	V326	4F1	83
TOY BOX THE	349	WALKER ST	HOLLY HILL	V326	2F1	85
TOY BOX THE	350	WALKER ST	HOLLY HILL	V326	2F1	86
GREAT OUTDOORS STORAGE LLC	360	WALKER ST	HOLLY HILL	V326	2F1	84
KEITHS QUALITY MARBLE AND GRAN	406	WALKER ST	HOLLY HILL	V226	2F2	50
KEITHS QUALITY MARBLE AND GRAN	406	WALKER ST	HOLLY HILL	V526	2F2	33
AMERICAN LEGION 120	461	WALKER ST	HOLLY HILL	V326	6F1	38
MID FLORIDA COMMUNITY	719	WALKER ST	HOLLY HILL	V226	4F2	68
MID FLORIDA COMMUNITY	719	WALKER ST	HOLLY HILL	V526	4F2	86
KIDS PROPERTIES	433	WALKER ST STE 1A	HOLLY HILL	V126	4F2	30

KIDS PROPERTIES	433	WALKER ST STE 1A	HOLLY HILL	V426	4F2	23
KIDS PROPERTIES	433	WALKER ST STE 1A	HOLLY HILL	V426	4F1	23
FAMILY DOLLAR 8483	782	YONGE ST S	HOLLY HILL	V126	2F1	24

SECTION 2

WM ACCT	LOC	CUSTOMER NAME	#	STREET	RESOLUTION OF ISSUE	SUMMARY
WASTE MANAGEMENT ACCOUNT ISSUES PER AUDIT						
146-31771	12142	Holly Point Apt (Royal American)	1000	15th Street	city and Waste management is billing for 5 containers (not 6), with a total of 14 pick-ups. city will pick any additional containers not being paid for.	Wm and city billing 5 cans correctly
N/A	5790	Chantana Deawsurinte	1690	Espanola Ave	Customer was billed in error, garbage is billed on another account. Adjusted customers account for over billing.	Account adjusted
146-31872	1904	Woodward funeral Home	233 2nd/167	ridgewood	city and waste management is billing 4yd here, Dumpster is actually at 167 Ridgewood. No action needed	Correct/no action needed.
146-76727	6838	Ridgewood ave baptist church	238	5th/501 ridgewood	city and waste management is billing for 1 toter will have extra toter picked up	Wm and city billing correctly
146-76837	5286	Margaret Bowe	325	6th street	This is a 3 unit property 1 business and 2 residential, will have 2 additional units delivered.	3 unit Wm and City billing correctly
146-84210		David Hanson	483	6th Street	residential account, customer is at 722 Carswell ave # d waste management will bill going forward.	Wm and city billing correctly
146-76998	7402	Hup Inc	600	6th Street	city and waste management bills for 2 toters and 1 residential , no 2yd will have dumpster picked up	billing correctly, no 2yd ever delivered per we
	12468	Ben anderson	420	6th Street	Property has A unit and B unit, B units was used as commercial, no we account will add service to route	A is residential and B is commercial will add service for B
146-35170	5388	Shubh Shakti Inc	227 8th /749	Ridgewood	city and waste management is billing for 2 yd, dumpster is at 749 Ridgewood. No action needed.	Correct/no action needed
	5414	Philip Sanderson	358	8th Street	No waste management account, will add service to route	Wm will add service
146-78180	14312	Severino Enterprises Inc	1011	8th Street	Customer upgraded service, 5/21/15, will bill correctly going forward.	Wm and city billing correctly
		Jolee Rubin	145	Carswell Ave	Account closed in Jan 2015, credit due City.	credit on June 2015 bill
146-82512	1992	Nicole Najduch	202	Carswell Ave	3 Unit property will have another toter delivered	3 toters now on site
	2058	Carswell 505 Llc	505	Carswell Ave	No waste management account, will add service to route	New account added
	1594	Edward Harvey	641	Carswell Ave	address can be either residential or business. This is set-up as residential, no action needed.	correct/no action needed
146-85336	1592	Top Notch body sop	635	Carswell Ave	city and waste management billing for 2 yd not for wheels, will bill forward for wheels also with waste management.	not currently billing for wheels
146-84954	1624	Adams automotive	722	Carswell ave # B	City and waste management bill for 1 toter will have waste management pick up extra toter	Wm removed additional toter now service 1
	1628	David Hanson	722	Carswell Ave # D	will need an account for waste management (per above)	Wm and city billing correctly
146-85337	1670	Fine Stone services	852	Carswell	a This is a new account billing correctly	correct/no action needed
	1668	Kirk Blank	850	Carswell Ave	New service started here 6/23, no action needed	Correct/no action needed
146-81948		Tomoka Gem and Mineral	787	Center Ave # A	waste management billing toter under this account no such account with city, billing under Rosemary Van Wandelen will change to proper billing name.	Account now corrected under Mary Van Wandelen
146-85126	13762	Xclusive Design	787	Center Ave #F	City and waste management billing toter, no action needed	Correct/no action needed
146-81954	13146	harry bowman	787	Center Ave #J	will need an account for waste management.	New account set-up
146-77953	11526	Church of God	825	Center ave	This is a 2 unit property, 1 church and 1 resident, will have an additional toter delivered.	Wm and city billing correctly
	2898	Refreshing church of God	1301	Center Ave	This is a residential account? No action needed	Correct/no action needed
	5922	Precision autoglass amd mirror	1311	Center Ave	will need an account for waste management.	New account set-up
	646	Charles Bowman	315	El Pino Dr	will need an account for waste management	New account set-up
	1304	Don Bok	1504	Espanola	This is 4 unit apartment complex billing for 4 units, per customer request only need 2 toters, no action needed.	Correct/no action needed
146-75782	5816	Highlander Corp	1540	Espanola Ave #1	City and waste management bill here for 4 yd, no action needed	Correct/no action needed
146-38911		1620 Espanola	1620	Espanola Ave	tenants are billed for trash individually for this 2 yd. Grandfathered account, no action needed.	Grandfathered/no action needed

	7652 Neil Hlavacek-Daytona	608 fern Ave	will need an account for waste management	New account set-up
146-80925	7644 Advanced welding	612 fern ave	Adjusted this account to toter	Adjusted account over billing, customer now has toter service
146-69601	924 florida Pest control	333 Flomich	st per customer suspend service of trash, no action needed	Correct/no action needed
146-85321	1016 Ghost Firearm	1538 garden Ave	city and waste management billing 1 toter, no action needed.	Correct/no action needed
146-38918	4890 Apartment Dan Rice	1579 Hamock Dr	tenants are bill individual for 4 yd. grandfathered account, no action needed.	Grandfathered/ no action needed
146-85272	4104 Set Free Church	224 Mason Ave	city and waste management bill for toter, new account as of 5/15, no action needed.	Correct/no action needed
146-76713	12394 Holly Hill Cemetary	1650 Moravia Ave	City account.	Not billing here
146-78403	14354 South Nova Road LLC	1024 S Nova Rd	Dumpster is west of Nova included Cheesbro roofing, will have toters picked up	Wm and city billing correctly
146-75932	14834 Weedo	1071 s nova rd	City and waste management bill for 1 toter will have additional toter pick up	Wm and city billing correctly
146-31826	13092 Flowers Baking Co	1195 S Nova Rd	City uses Vol county address, no action needed.	Correct/no action needed.
146-37257	10126 Rent rite	1545 N Nova Rd	City and waste management bill 2 yd wit locking lid, address on account is 1545 N Nova Rd, no action needed	correct/no action needed
	10150 LLLP J-8 land partners	1575 N Nova Rd	Account opened and billed in error, since corrected.	Account corrected
146-83344	12170 J-8 Land parners	1595 N Nova rd	will check with customer as we have been billing for 2x week and also add locking lid	Wm and city billing correctly
146-36791	13432 Aloha marine	1700 N Nova Rd	city nor waste management billing for locks on dumpster, will bill going forward.	No lockbar per here, Wm and city billing correct
146-83992	4302 Reggie Klloughs christ	1861 N Nova Rd	City billing for 2 toters, 2 units, will have waste management deliver an additional toter	Will add additional toter to billing
146-47220	13756 Kennedy kars	1922 N nova Rd	will check with waste management to make sure route is included in sheet	Account on Wm route and serviced.
146-/4605	998 Twistd metal solutions	1584 Pine ave	City and waste management billing 1 toter, no action needed.	correct/no action needed
146-84535	348 Daytona Rescue Mission	425 Ridgewood ave	1 Bus and 1 residential, city and waste management will correctly, acct re-open in June, acct now has toter	Wm and city billing correctly
	6838 Ridgewood ave church	501 Ridgewood/238 5th	will have additional toter pick-up.	Wm will pick up additional toter
146-74111	382 Amsouth	555 Ridgewood Ave	account still active and bills are being paid, no trash service at this acct	Wm not billing
146-78552	414 Shree Murlidhar Corp	712 Ridgewood	a Billing ok, new service, no action needed	Correct/no action needed
146-35170	5388 Shubh shakti	749 ridgewood/227 8th St	Billing ok, no action needed.	correct/no action needed
146-32072	452 Ice Cold auto	850 Ridgewood ave	City and waste management bill 2 yd will check with customer??	Pwe Wm 2yd on site, Billing correctly
	454 Donald Mosseau	900 Ridgewood ave	Account set-up as residential since 1996, billing residential toter????????????this is zone commercial	we will close commercial and bill as residential
146-85296	486 Julian monk	933 Ridgewood ave	New service 5/15, no action needed	Correct/no action needed
146-78427	496 Angela Bean	947 Ridgewood Ave	2 unit property will pick up additional toter	Wm and city billing correctly
	508 Laura Czarnecki	1010 Ridgewood Ave	4 unit property, 1bus and 3 res, will have additional toters delivered and add to waste management	Wm does not have active account will set-up
	536 David Forgas	1084 Ridgewood Ave	5 unit property billing for, will deliver additional toter and add waste management account	Account set-up for toter service
146-31715	548 Never ending garage	1108 Ridgewood ave	city and waste management billing 1 toter, no action needed.	Correct/no action needed
	698 Highlander corp	1522 Ridgewood ave	will have waste management account set-up	Account set-up with toter service
146-85319	724 Ludelva LLC	1609 Ridgewood Ave	new service billing for 2yd, no action needed.	Wm and city billing correctly
146-35754	13324 Five Managers	1825 Ridgewood Ave	waste management billing 2 8yd 3x wee, city billing the same, no action needed.	Correct/no action needed
	13972 GNC	1838 Ridgewood ave	will have waste management account set-up	new account set-up
146-59857	124 Paul Schelfo	218 Riverside	d 2 unit property 1bus and 1 res, customer has 2 toters no action needed	Correct/no action needed
146-38928	2444 Milton Horwitz	1120 Riverside	D 5 unit property, 8 yd billed here as commercial toter, grandfather in with 1124 and 1126, no action needed	Grandfathered account/no action needed
	11916 Daniel Ashkar	801 State ave	8 unit apt complex billing correct will deliver 2 additional toters	Wm will deliver additional toter

146-85303	12696 Jersey shore auto	1103 State Ave	new account now billing correct	New account set-up
	12698 Robert Greenbaum	1121 State ave #b	will have waste management account set-up for only 1 toter and pick up additional	new account se-up and pick up additional toters
	9906 Moore Fine foods	1299 State ave	each unit pays for toter, all 5 toter accounted for a,b,g,i,j. no action needed.	All toter account for each unit
146-85233	1100 Otsumat Properties	1504 State ave #b	Account closed as of 3/15 credit issued to city	Credit due City
	1160 Graphic Sign	1516 State ave # b	Account closed no billing, no garbage billed to 700 Ridgewood, no action needed	Correct/no action needed
146-31748	1176 montecelli investments	1518 State ave # A	City billing 6 yd here, we states 4 yd, however 146-81158 at 1532 state l city billing 4 yd and waste management billing 6, will have this switch if possible	Wm and city billing correctly
SECTION 3				
146-75265	5252 Union Cingregational	1050 Daytona ave	city billing for 1 toter and waste management billing 2 but with rate for 1 will have waste management fix	Wm corrected and remove additional
146-76703	926 Holly Heights assembly	340 flomich	st city and waste management billing for 1 toter, will check with waste management if additional toter needs to be picked up	Wm and city billing correctly
146-31832	354 C F Pools	466 Ridgewood ave	city and waste management billing for 4yd, will check where 4yd is actually housed, can is on site per waste management.	Per we 4yd sets inside the fence to left, billing correctly
146-36481	422 Atlantic Scuba	724 Ridgewood Ave	city and waste management billing for 1 toter will check with waste management if additional toter needs to be picked up	Additional toter removed
146-70973	420 Bluewater boats	730 Ridgewood	a city and waste management billing g for 1 toter will check with waste management if additional toter needs to be picked up	Billing correct, no extra toter on site
146-82710	428 All Class Auto	747 Ridgeeood ave	city and waste management billing for 1 toter will check with waste management if additional toter needs to be picked up	billing correct, no extra toter on site
146-31717	574 Maple leaf Own	1202 Ridgewood ave	city and waste management billing for 1 4yd 4 times a week, will have waste management check their records.	Wm and city billing correctly



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**City Commission
Agenda Item**

MEETING DATE: November 10, 2015
FROM: Mark Juliano
SUBJECT: Re-Roof the Market Phase I
NUMBER: (ID # 1215)
APPLICANT:
PLANNER:

DISCUSSION:

It has been determined that the conditions of the roofs on all wings of the Market, located at 101 Second Street, are in considerable disrepair. As such, a timetable of repair has been proposed in three discrete phases. The first of these phases is to repair the roof of the west wing of the Market, which is home to the Chucherias Hondurenas restaurant.

The current roof on the west wing has no insulation, which is assumed to elevate the cost of heating and cooling the building. In addition, the shingles of this roof are in significant disrepair.

The specifications for this re-roofing project include adding 6" of insulation to the roof, adding 2 layers of modified bitumen membranes, adding a reflective cap sheet and new asphalt shingles.

FISCAL ANALYSIS:

\$150,000 was allocated towards this project in the 2014-2015 budget. These funds have been carried over into the current fiscal year.

On July 16, 2015 a bid opening was held for this project. The low responsive bid for this work was a base bid of \$48,426 offered by R&R Industries.

STAFF RECOMMENDATION:

Approve the contract with R&R Industries for the repair of the roof on the west wing of the Market.

COMMISSION GOAL:

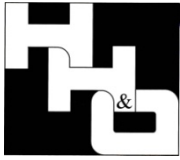
Goal #1: Develop and maintain a sound and sustainable financial plan for the city that establishes sufficient reserves for all funds, ensures (whenever possible) that user fees pay for services rendered, provides a realistic capital improvement program, and encourages public/private sector partnerships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

APPROVE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH R&R INDUSTRIES FOR THE REPAIR OF THE ROOF ON THE WEST WING OF THE MARKET.

- Contract Award Recommendation (PDF)
- Market Re-Roof Phase I Plans (PDF)
- R&R Bid Documents Market Phase I (PDF)

**HAWKINS, HALL & OGLE ARCHITECTS, INC.**

208 MAGNOLIA AVENUE
DAYTONA BEACH, FL 32114
(386) 255-6163 FAX (386) 257-5650

AA-C000925

July 21, 2015

Jacki Maswary
Public Works Director
City of Holly Hill

Re: Re-roofing project for the Market Restaurant
Recommendation of Contract Award

Jacki,

I have reviewed the bids received from R&R Industries, Inc. and A.A.T. Roofing, LLC for the above referenced project. Upon evaluation of the base bid and the alternates, R&R Industries is clearly the low responsive bidder. The products they are utilizing for the project are as specified and I believe they are capable of completing the project successfully. Additionally, I reviewed the numbers for the two alternates and do not recommend accepting them, as both of them would be adds to the base contract amount.

I recommend that the City accept the base bid from R&R Industries, Inc. of \$48,426.00 for the project and proceed with contract signing if it is acceptable to the City Commission. Let me know if you have any questions or require anything further from our office.

Respectfully,

A handwritten signature in black ink, appearing to read 'David D. Ogle', with a large, stylized flourish at the end.

David Ogle
Vice President

Attachment: Contract Award Recommendation (1215 : Re-Roof the Market Phase I)

JOHN E. HALL

DAVID D. OGLE

RE-ROOFING PROJECT

FOR

THE MARKET RESTAURANT

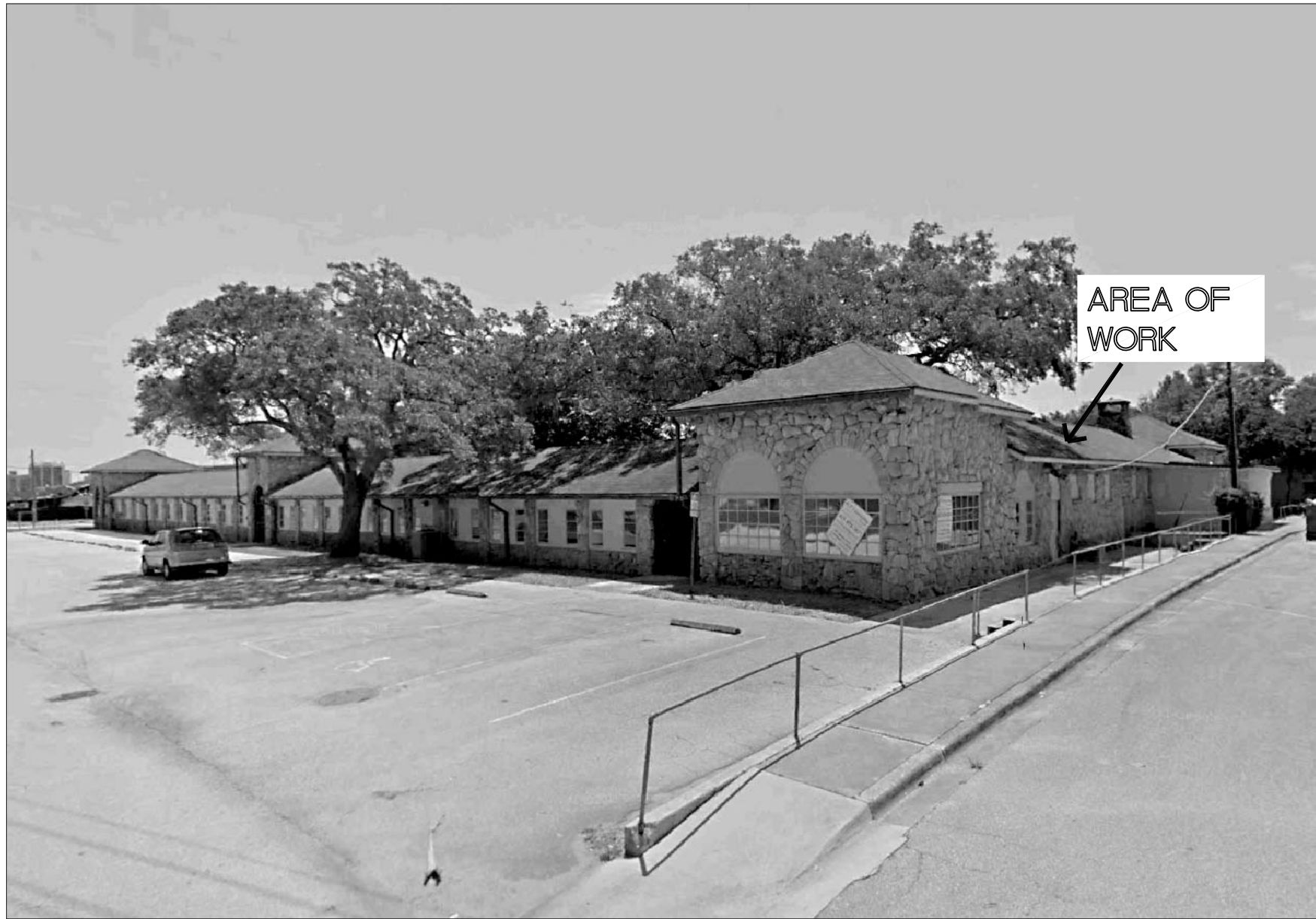
HOLLY HILL, FLORIDA



LOCATION MAP
MARKET RESTAURANT



AREA OF WORK
MARKET RESTAURANT



AREA OF WORK WEST END OF BUILDING
VIEW FROM INTERSECTION OF 2ND STREET AND BURLEIGH AVE.

90% CONSTRUCTION DOCUMENTS

27-MAY-2015

SCHEDULE OF DRAWINGS

- CS COVER SHEET/ SCHEDULE OF DRAWINGS
- ARCHITECTURAL
- A20 NEW ROOF PLAN/ SECTIONS/ DETAILS
- A21 EXTERIOR ELEVATIONS/ DETAILS
- A22 EXISTING PHOTOS

PROJECT ADDRESS:
101 2ND STREET
HOLLY HILL, FL. 32117

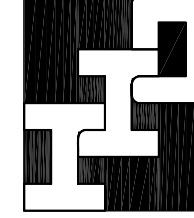
NO.	△	REVISION/ SUBMISSIONS	DATE

SEAL	COMMISSION NO.	SCALE	SHEET NO.
	1429		
	PROJECT ARCH: JEH		
	DRAWN: JEH		
	CHECKED: JEH		
	DATE: 27-MAY-2015		

JOHN E. HALL AR 0010727

RE-ROOFING PROJECT
THE MARKET RESTAURANT
HOLLY HILL, FLORIDA

HAWKINS, HALL AND OGLE
ARCHITECTS, INC. AA-C000925
P 386.1.255 / 16163 208 Magnolia Ave
F 386.1.257 / 15650 1 Daytona Beach, FL 32114



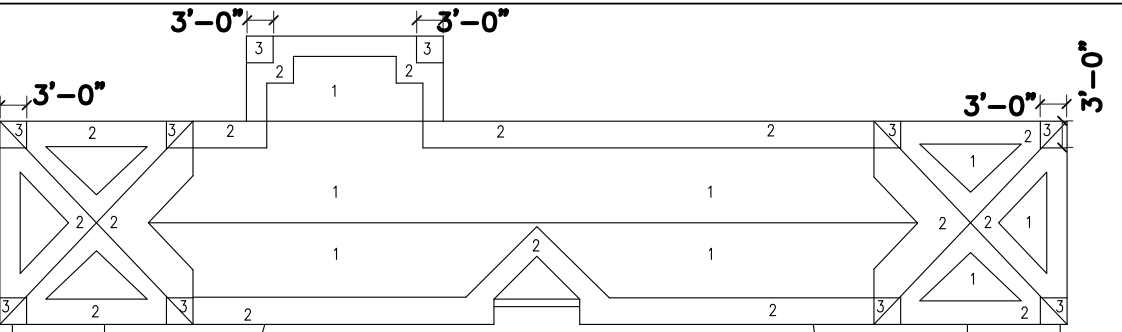
STRUCTURAL LOADING REQUIREMENTS

1. BUILDING CODE: 2010 EDITION OF THE FLORIDA BUILDING CODE (FBC) W/ 2012 SUPPLEMENTS
2. ROOF LOADS: LIVE LOAD (PSF): 20 FLAT ROOF
DEAD LOAD (PSF): 20 TOTAL
3. WIND LOAD: 140 MPH ULT. WIND SPEED; 108 MPH NOM. WIND SP. 3 SECOND GUST EXPOSURE C (ENCLOSED) ±0.18

COMPONENTS/ CLADDING WIND LOAD SCHEDULE

DESIGN WIND LOAD		COMPONENT	DESIGN PRESSURES
MPH	EXPOSURE		
140	C	ROOF	NEGATIVE PRESSURE ZONE 1 -24 PSF ZONE 2 -42 PSF ZONE 3 -61 PSF

ROOF ZONES



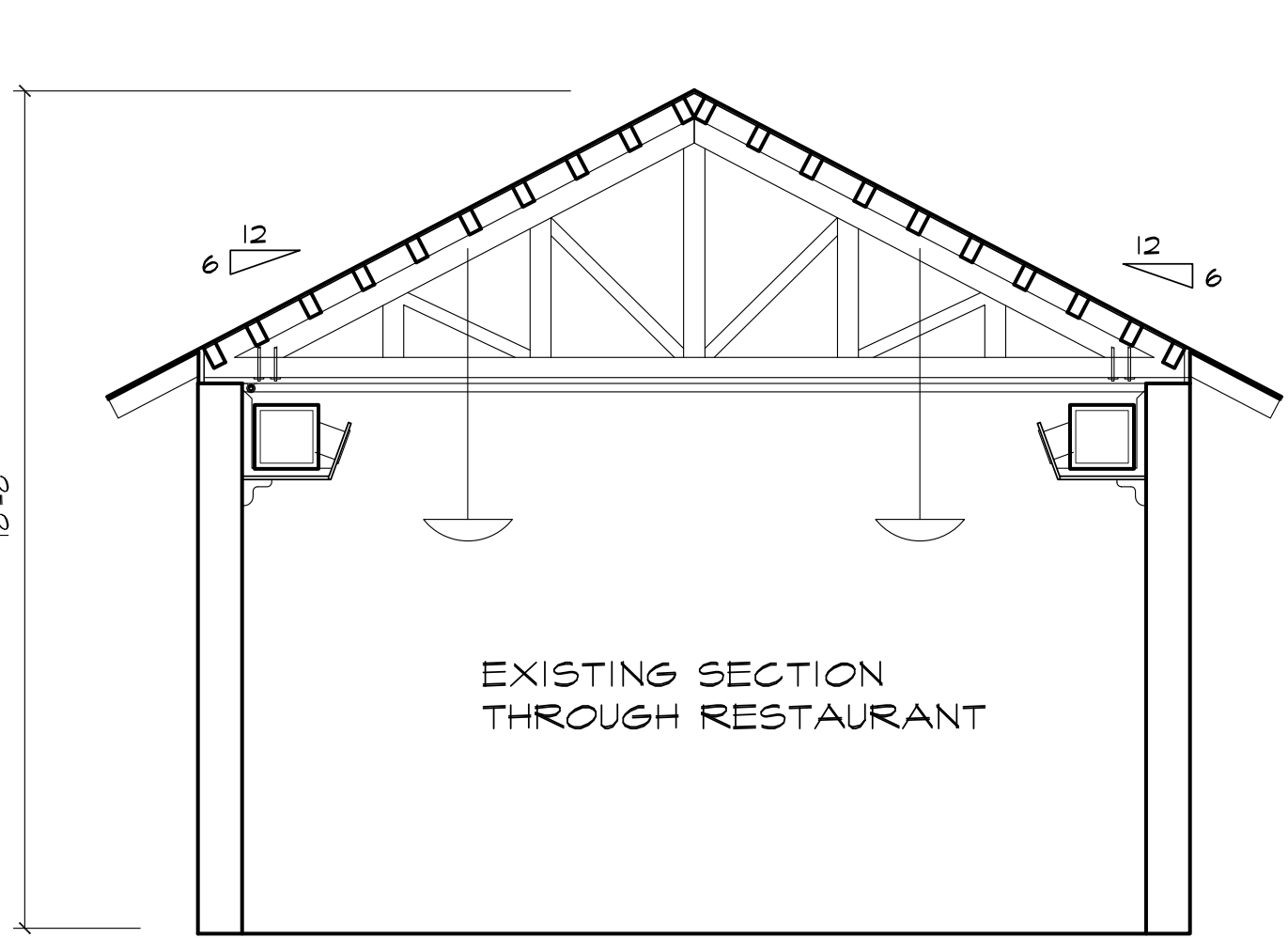
DESIGN PRESSURES (NEGATIVE)				OVERHANG DESIGN PRESSURES (NEGATIVE)	
AREA (S.F.)	ZONE 1	ZONE 2	ZONE 3	ZONE 2	ZONE 3
≤ 10	-24 PSF	-42 PSF	-61 PSF	-48 PSF	-82 PSF
50	-22 PSF	-34 PSF	-52 PSF		
100	-22 PSF	-30 PSF	-48 PSF		
ALL POSITIVE LOADS 15 PSF					

- NOTES:
1. LOADINGS PER ASCE 7-10, FBC 2010
2. ALL LOADS ARE NOMINAL LOADS

MARKET RESTAURANT
NEW ROOF PLAN - WEST WING

PROJECT ADDRESS:
101 2ND STREET
HOLLY HILL, FL. 32117

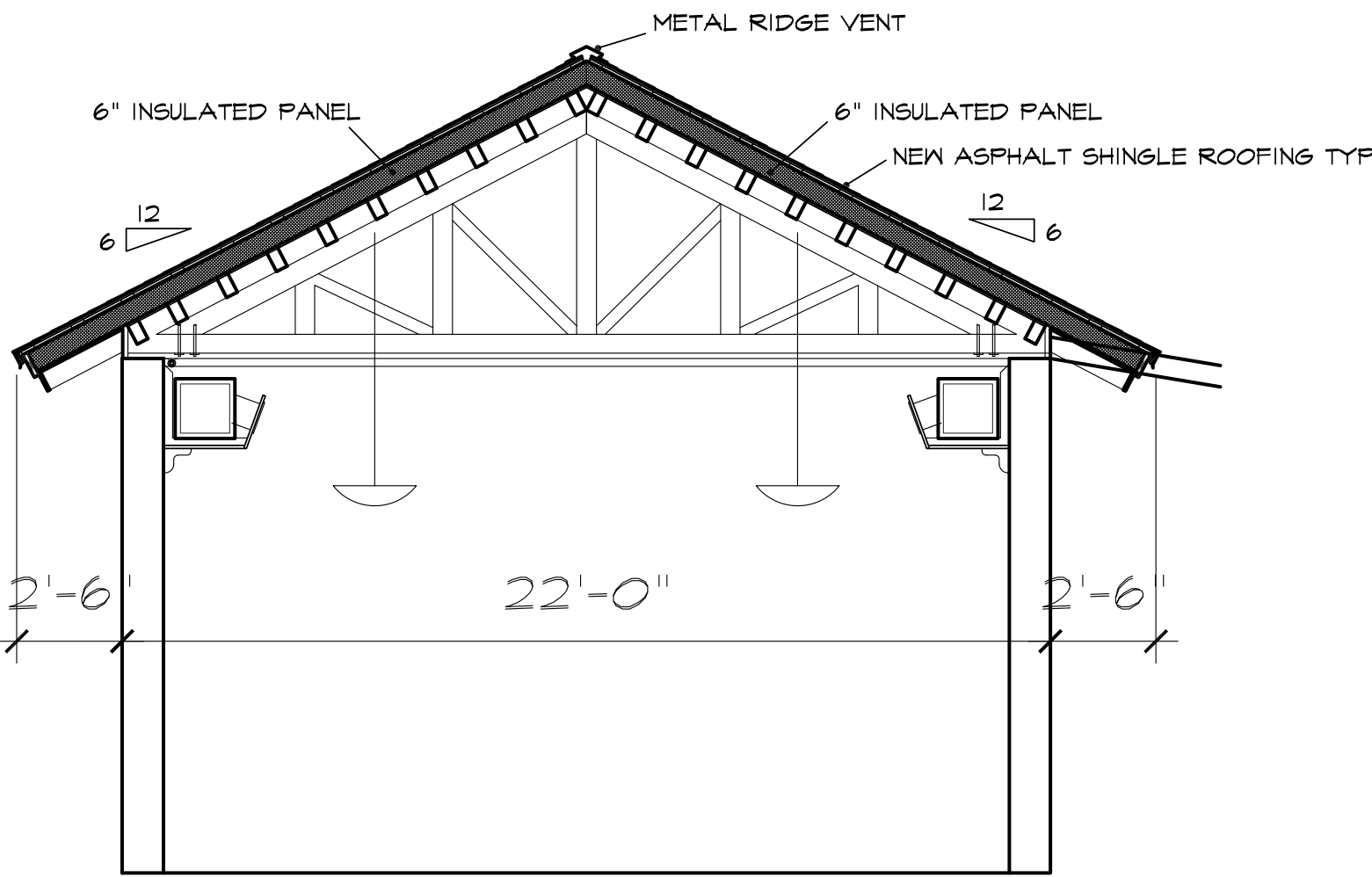
SCALE 1/8" = 1'-0"



1A BUILDING SECTION

EXISTING

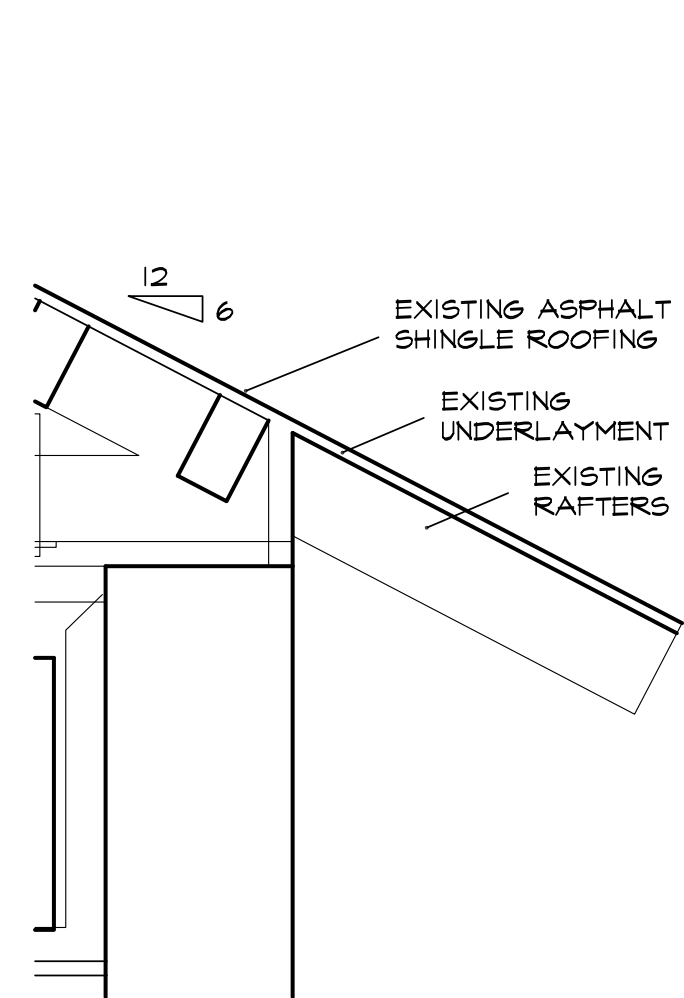
SCALE 1/4" = 1'-0"



1B BUILDING SECTION

NEW

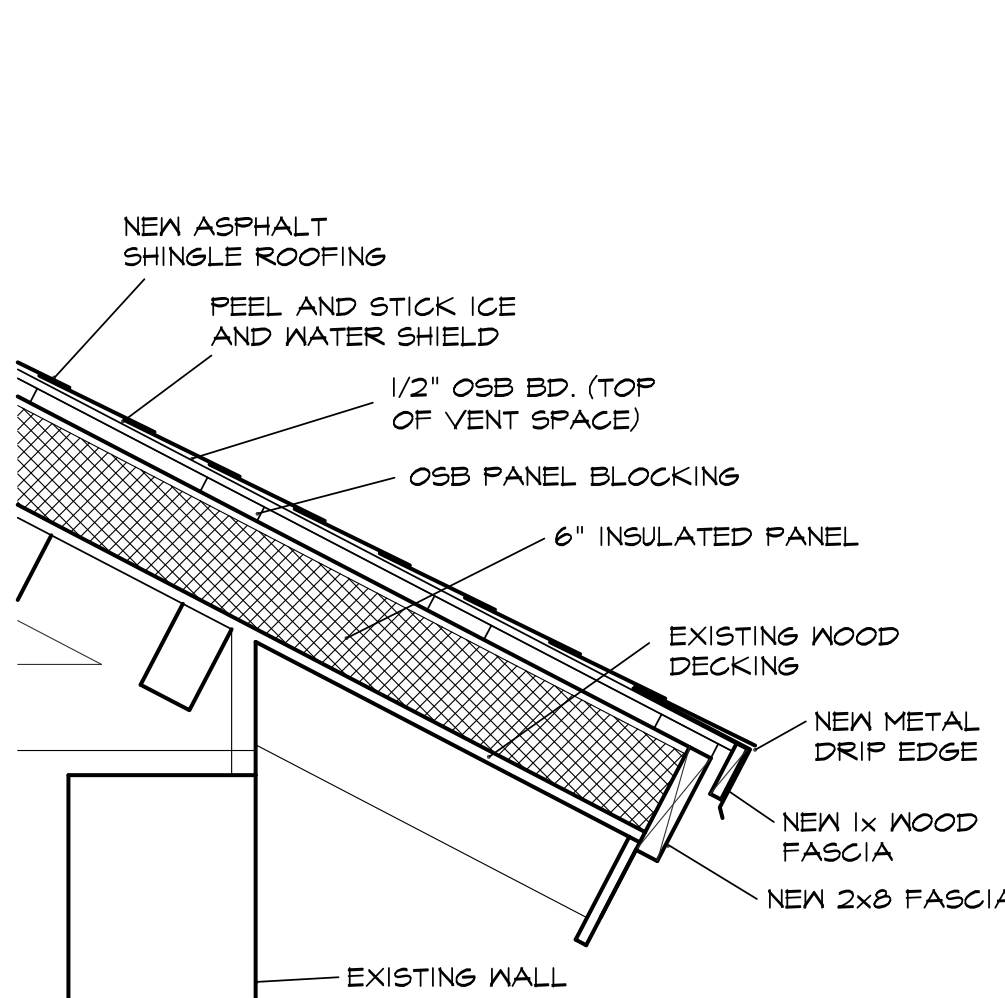
SCALE 1/4" = 1'-0"



2A SECTION

EXISTING

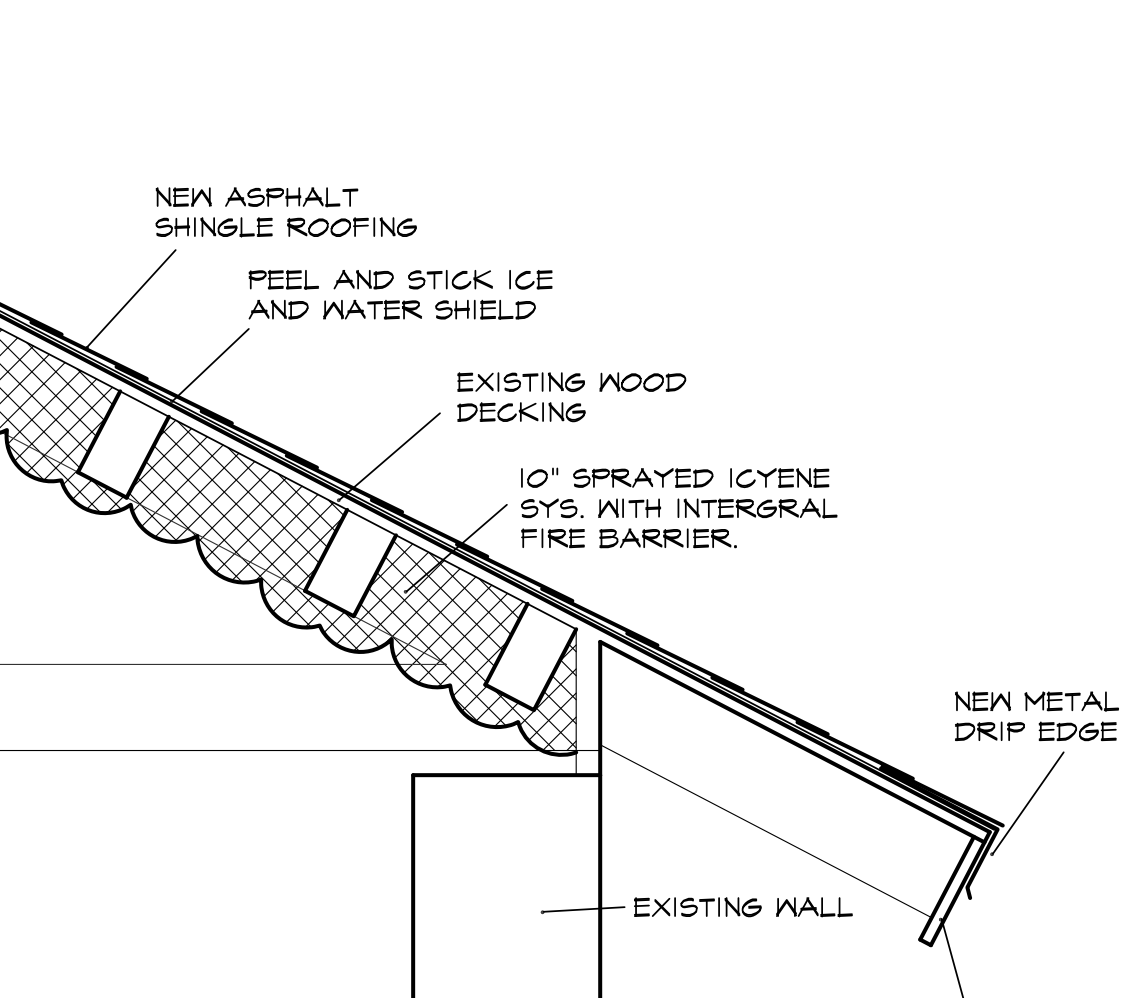
SCALE 1" = 1'-0"



2B SECTION

NEW - TYPICAL FASCIA

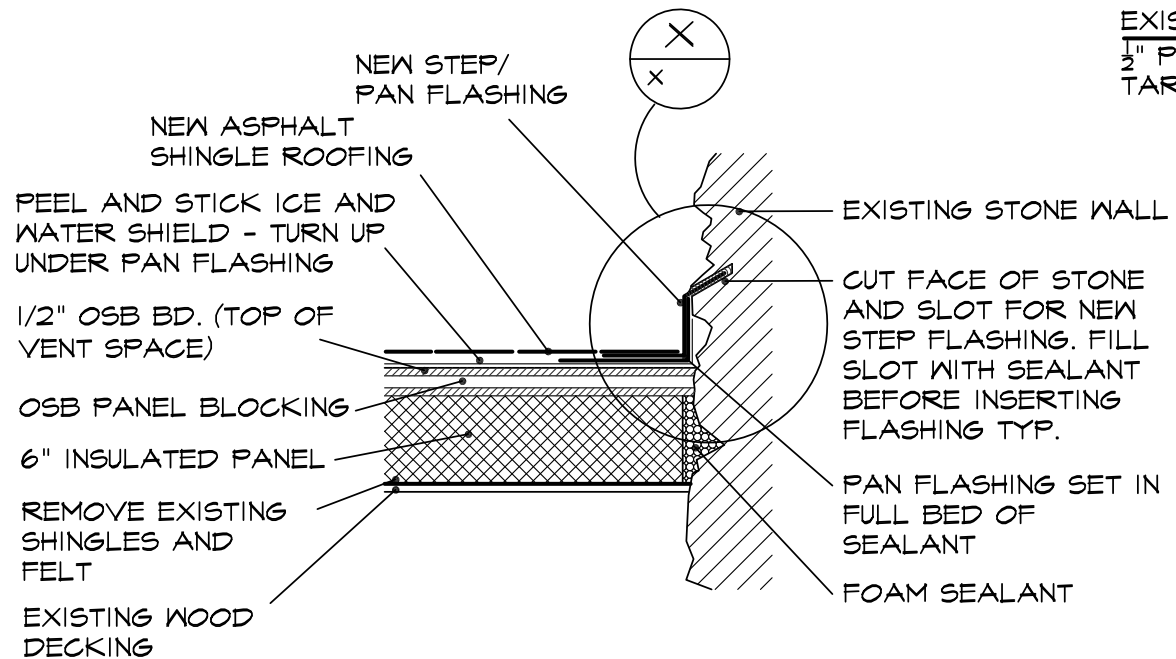
SCALE 1" = 1'-0"



2C SECTION

ALTERNATE AT TOWERS

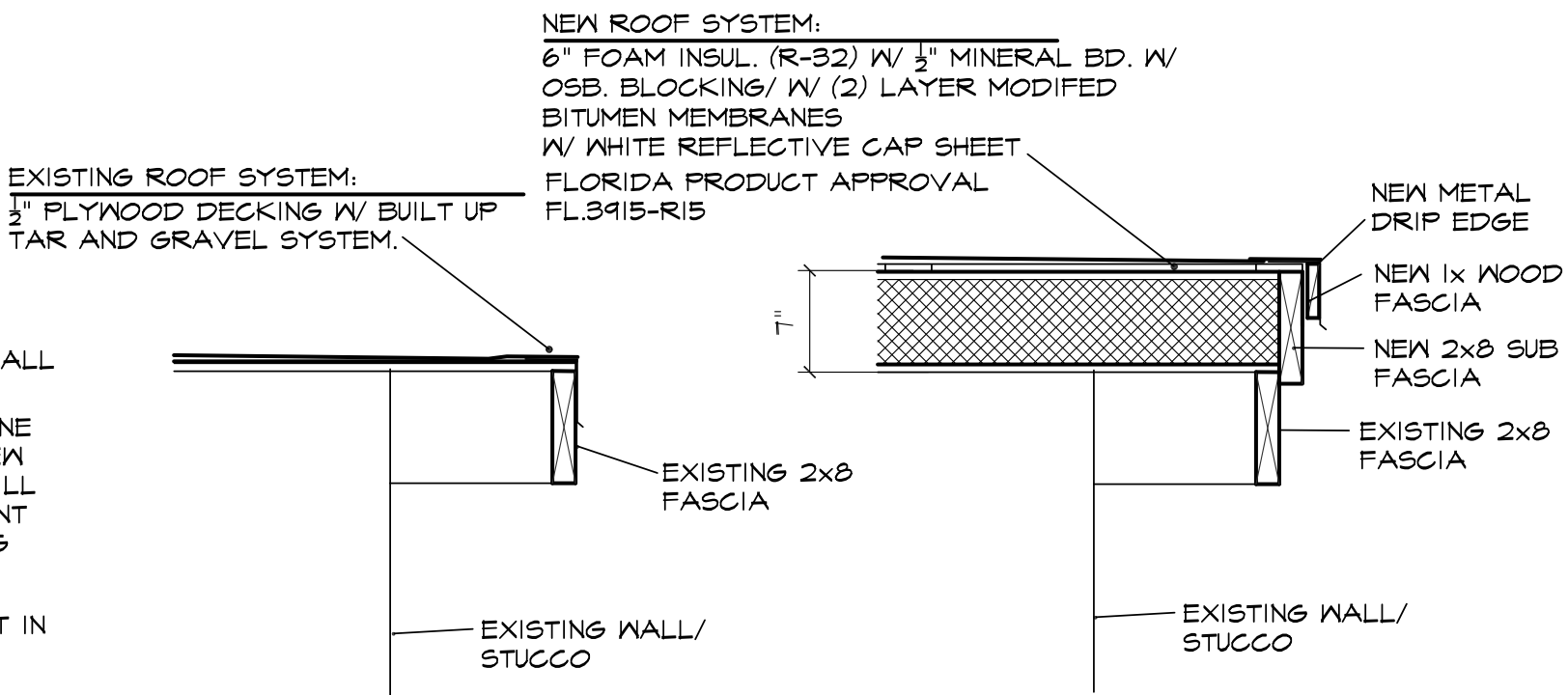
SCALE 1" = 1'-0"



3 SECTION

AT CHIMNEY OR SIDE WALL

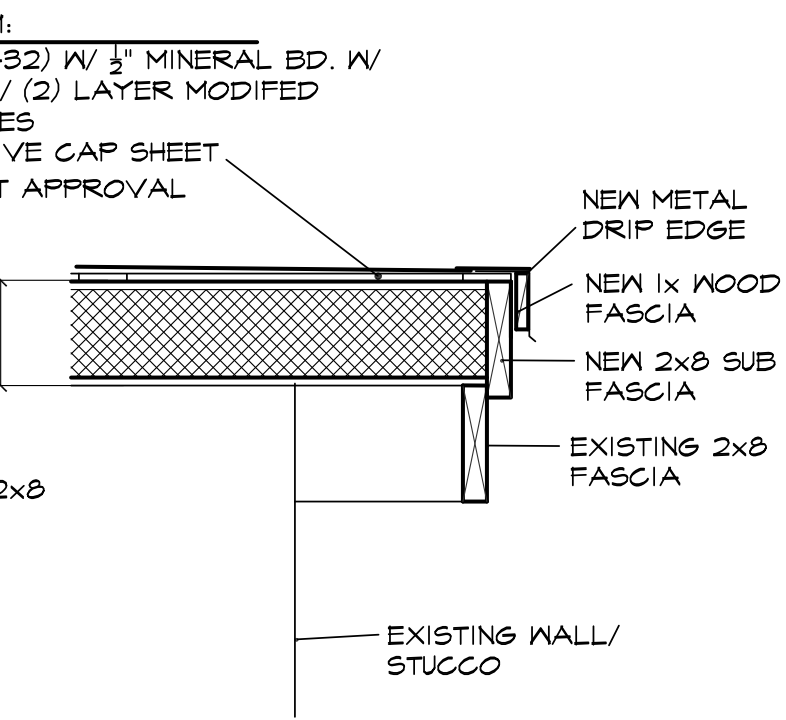
SCALE 1" = 1'-0"



4A SECTION

EXISTING

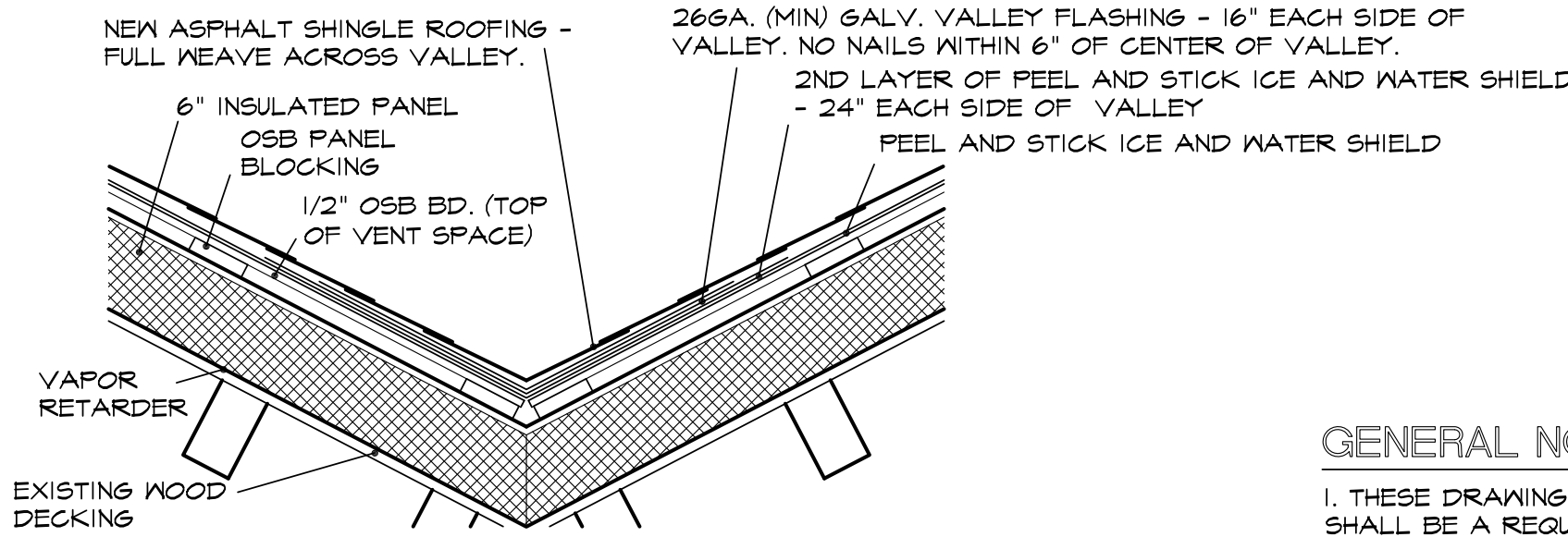
SCALE 1" = 1'-0"



4B SECTION

NEW

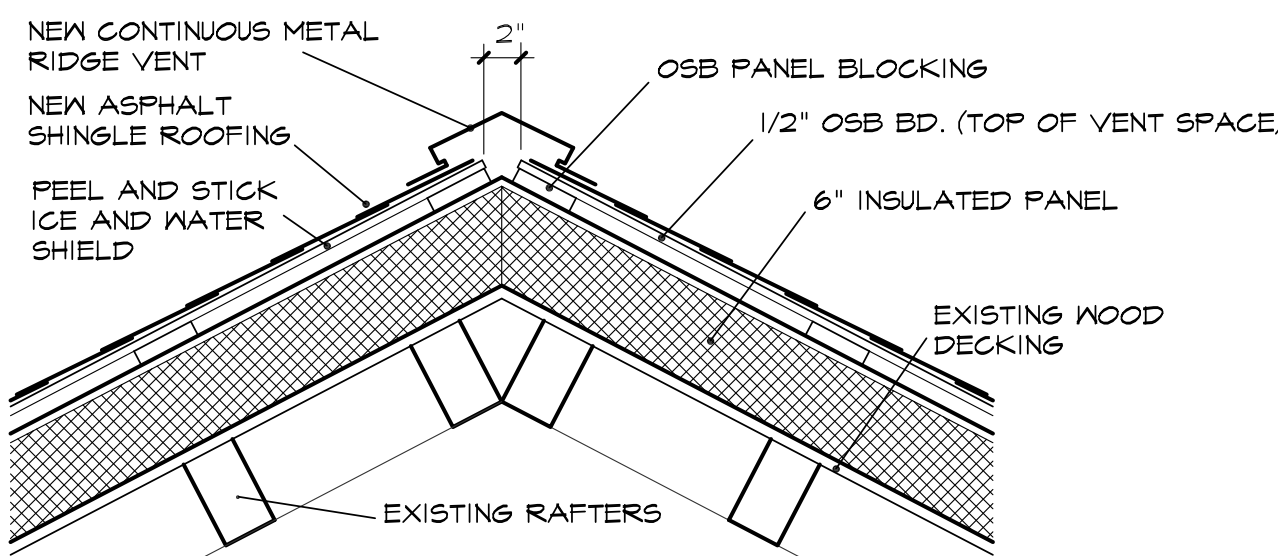
SCALE 1" = 1'-0"



6 SECTION

AT VALLEY

SCALE 1" = 1'-0"



5 SECTION

AT RIDGE VENT

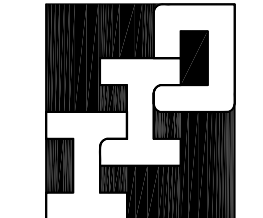
SCALE 1" = 1'-0"

GENERAL NOTES

1. THESE DRAWINGS AND THE PROJECT MANUAL ARE COMPLEMENTARY, AND ANY REQUIREMENT OF ONE SHALL BE A REQUIREMENT OF THE OTHER. IT IS THE CONTRACTOR'S RESPONSIBILITY TO EXAMINE THE DRAWINGS AND SPECIFICATIONS AND TO COMPARE THE REQUIREMENTS OF EACH DIVISION (I.E. CIVIL, ARCHITECTURAL, STRUCTURAL, ELECTRICAL, ETC.) AND ENSURE THAT EACH TRADE OR SUBCONTRACTOR IS MAKING THE ALLOWANCES NECESSARY TO PROVIDE THE OWNER A COMPLETE FACILITY, OPERATIONAL IN ALL RESPECTS, UNLESS OTHERWISE SPECIFICALLY NOTED IN THE DRAWINGS OR PROJECT MANUAL. IT IS ALSO THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE ARCHITECT/ENGINEER OF ANY DEFICIENCIES OR DISCREPANCIES AMONG THE DIVISIONS OF THE DRAWINGS AND SPECIFICATIONS PRIOR TO BID DATE. NEITHER THE OWNER NOR ARCHITECT/ENGINEER WILL BE RESPONSIBLE FOR ANY DEFICIENCIES OR DISCREPANCIES RAISED AFTER THE BID OPENING. ACCORDINGLY, IN LIGHT OF THESE OBLIGATIONS, THE ARCHITECT/ENGINEER IS OBLIGATED TO INTERPRET THE DRAWINGS AND SPECIFICATIONS IN A MANNER THAT WILL PROVIDE THE OWNER WITH A COMPLETE, FUNCTIONING FACILITY FOR THE BID PRICE.
2. ALL IMPROVEMENTS MUST BE MADE IN ACCORDANCE WITH THE 2010 FLORIDA BUILDING CODE WITH 2012 AMENDMENTS.
3. ANY AND ALL DEVIATIONS FROM SPECIFIED PRODUCTS MUST BE APPROVED BY THE ARCHITECT.
4. PAINT ALL NEW SURFACES AS SCHEDULED AND AS REQUIRED TO ASSURE A UNIFORM APPEARANCE.
5. ALL PROPOSED CONSTRUCTION IS PURSUANT TO INFORMATION SHOWN ON THESE PLANS AND LOCAL CODES. OBTAIN ALL NECESSARY LICENSES AND PERMITS, UNLESS PREVIOUSLY OBTAINED BY THE OWNER.
6. PROVIDE SAFE, SUFFICIENT, AND PROPER FACILITIES AT ALL TIMES FOR THE INSPECTION OF THE WORK BY THE OWNER, ARCHITECT/ENGINEER, AND ALL APPROPRIATE GOVERNMENTAL AND REGULATORY AGENCIES.
7. CONSTRUCT THE PROJECT TO COMPLY WITH 2010 FLORIDA BUILDING CODE WITH 2012 AMENDMENTS, CHAPTER 16, FOR STRUCTURAL DESIGN LOADS INCLUDING APPLICABLE WINDLOADS AND UPLIFT, AND ADOPTED AMENDMENTS AS REQUIRED BY CITY ORDINANCE. CERTIFY THAT ALL CONNECTIONS HAVE BEEN CHECKED TO WITHSTAND ALL APPLICABLE LOADS. REFER TO STRUCTURAL DRAWING.

RE-ROOFING PROJECT
THE MARKET RESTAURANT
HOLLY HILL, FLORIDA

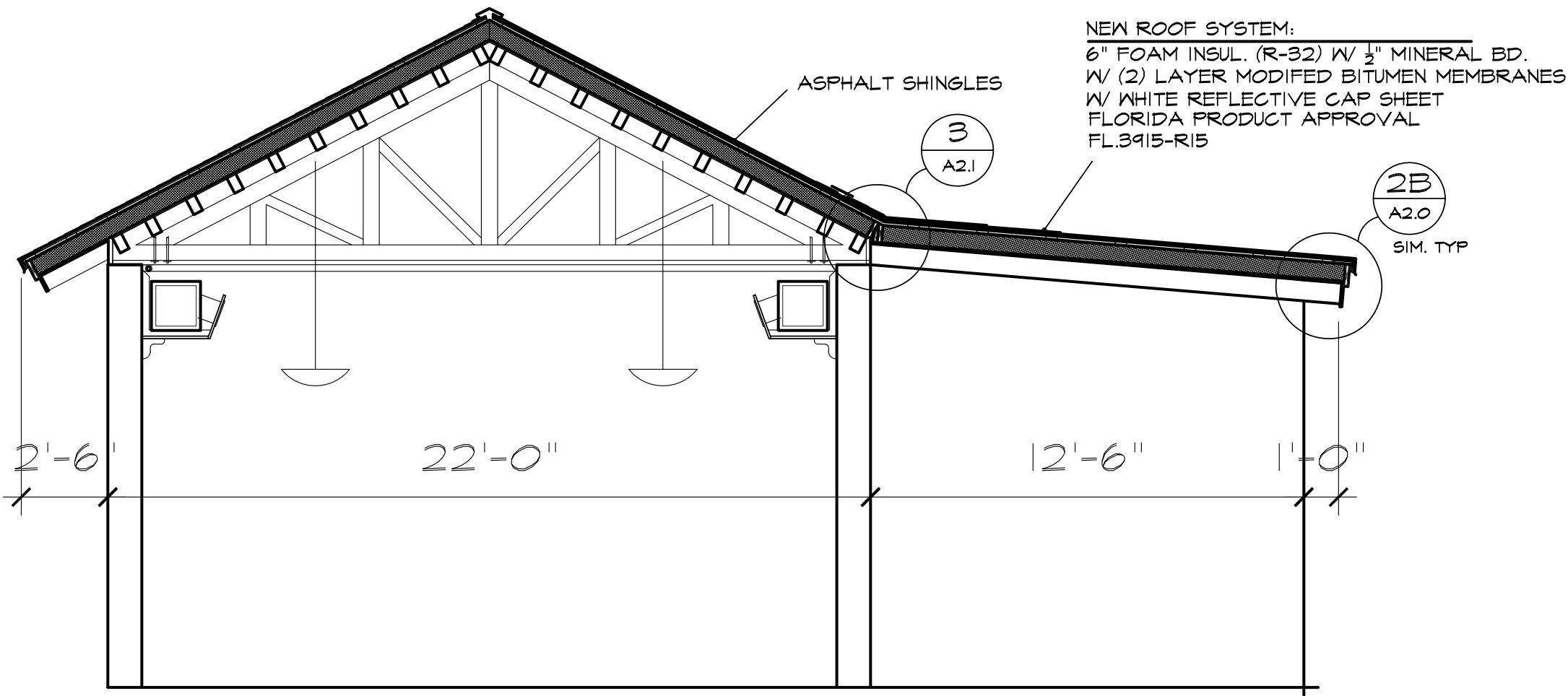
HAWKINS, HALL AND OGLE
ARCHITECTS, INC. AA-C000925
P 386 1 855 1 6163
F 386 1 257 1 5650
208 Magnolia Ave
Daytona Beach, FL 32114



COMMISSION NO.	SCALE	SHEET NO.
1429	1/4" = 1'-0"	1429
PROJECT ARCH: JEH		
DRAWN: JEH		
CHECKED: JEH		
DATE: 20-MAY-2015		

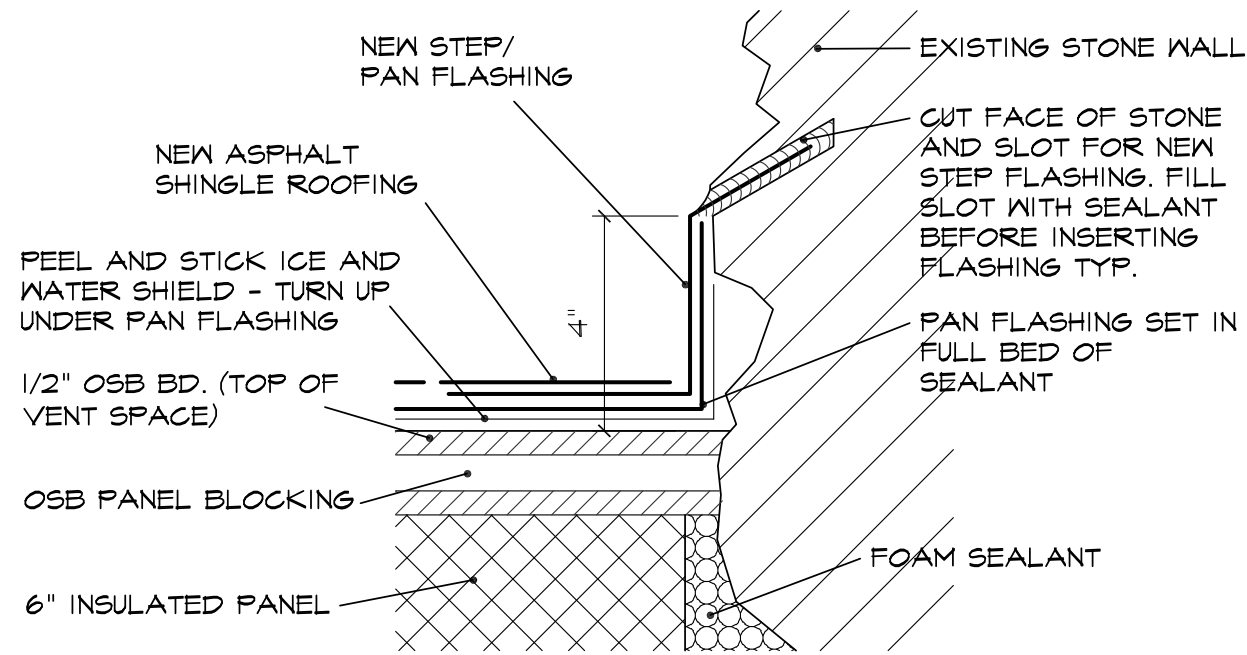
JOHN E. HALL, AR 10727

A2.0



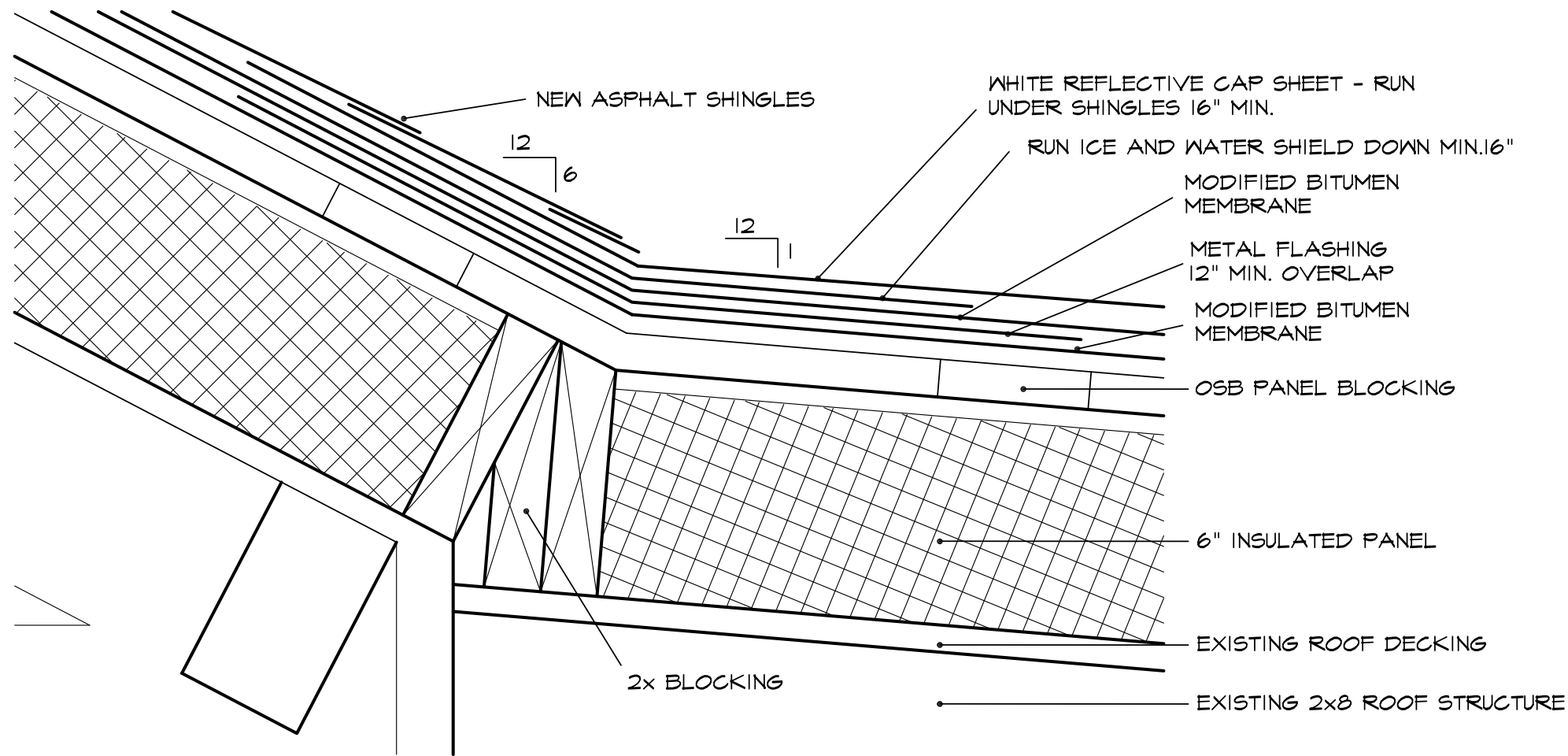
1 SECTION

THRU REAR STORAGE AREA SCALE 1/4" = 1'-0"



2 SECTION

AT CHIMNEY OR SIDE WALL SCALE 3" = 1'-0"



3 SECTION

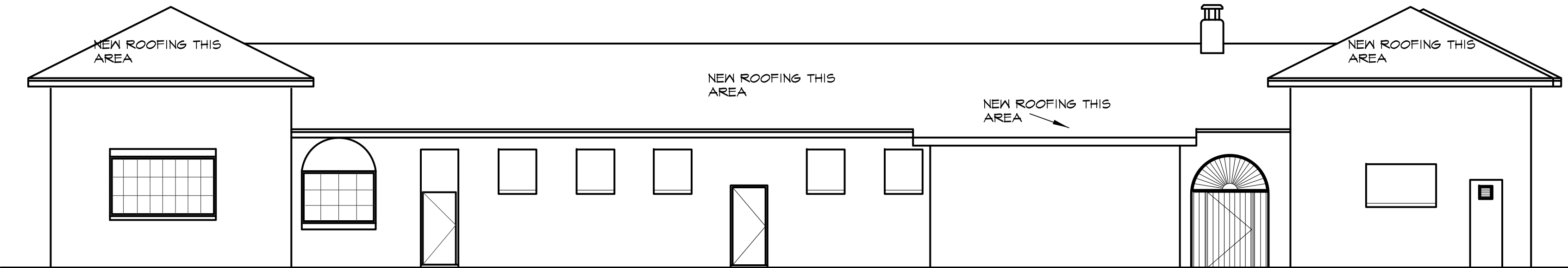
AT REAR STORAGE AREA TRANSITION SCALE 3" = 1'-0"

NEW ROOF SYSTEM:
6" FOAM INSUL. (R-32) W/ 1/2" MINERAL BD.
W/ (2) LAYER MODIFIED BITUMEN MEMBRANES
W/ WHITE REFLECTIVE CAP SHEET
FLORIDA PRODUCT APPROVAL
FL3915-R15



EAST ELEVATION

SCALE 1/8" = 1'-0"



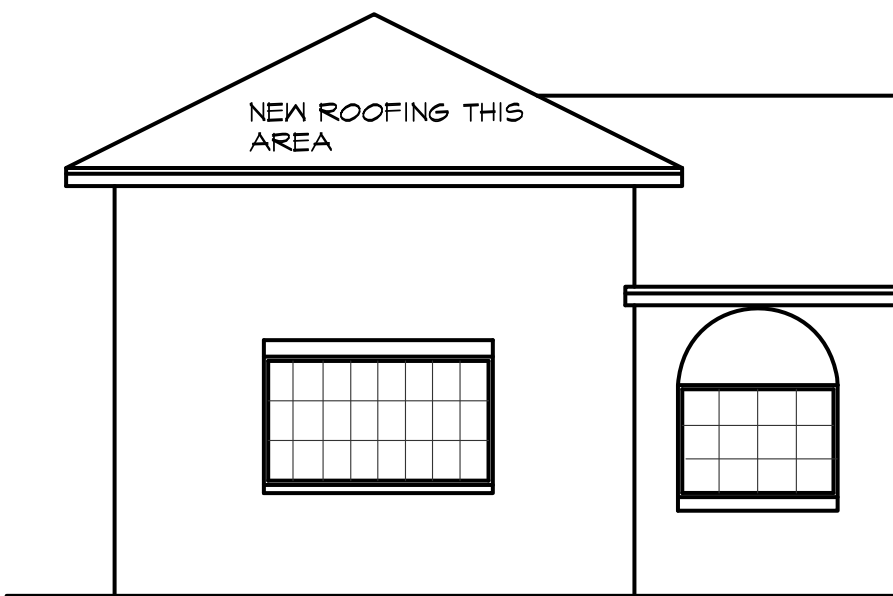
WEST ELEVATION

SCALE 1/8" = 1'-0"



PARTIAL NORTH ELEVATION

SCALE 1/8" = 1'-0"

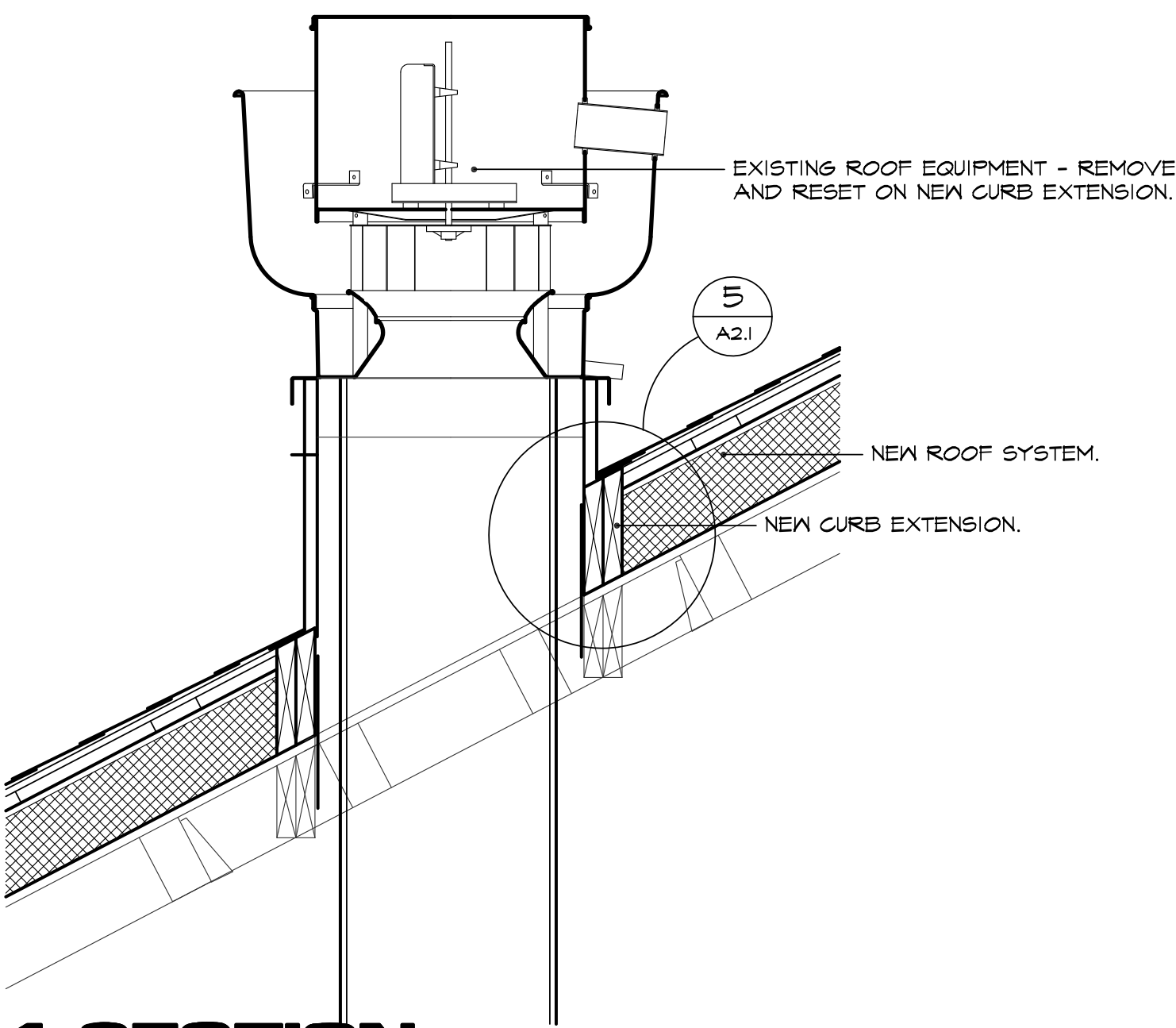


PARTIAL SOUTH ELEVATION

SCALE 1/8" = 1'-0"

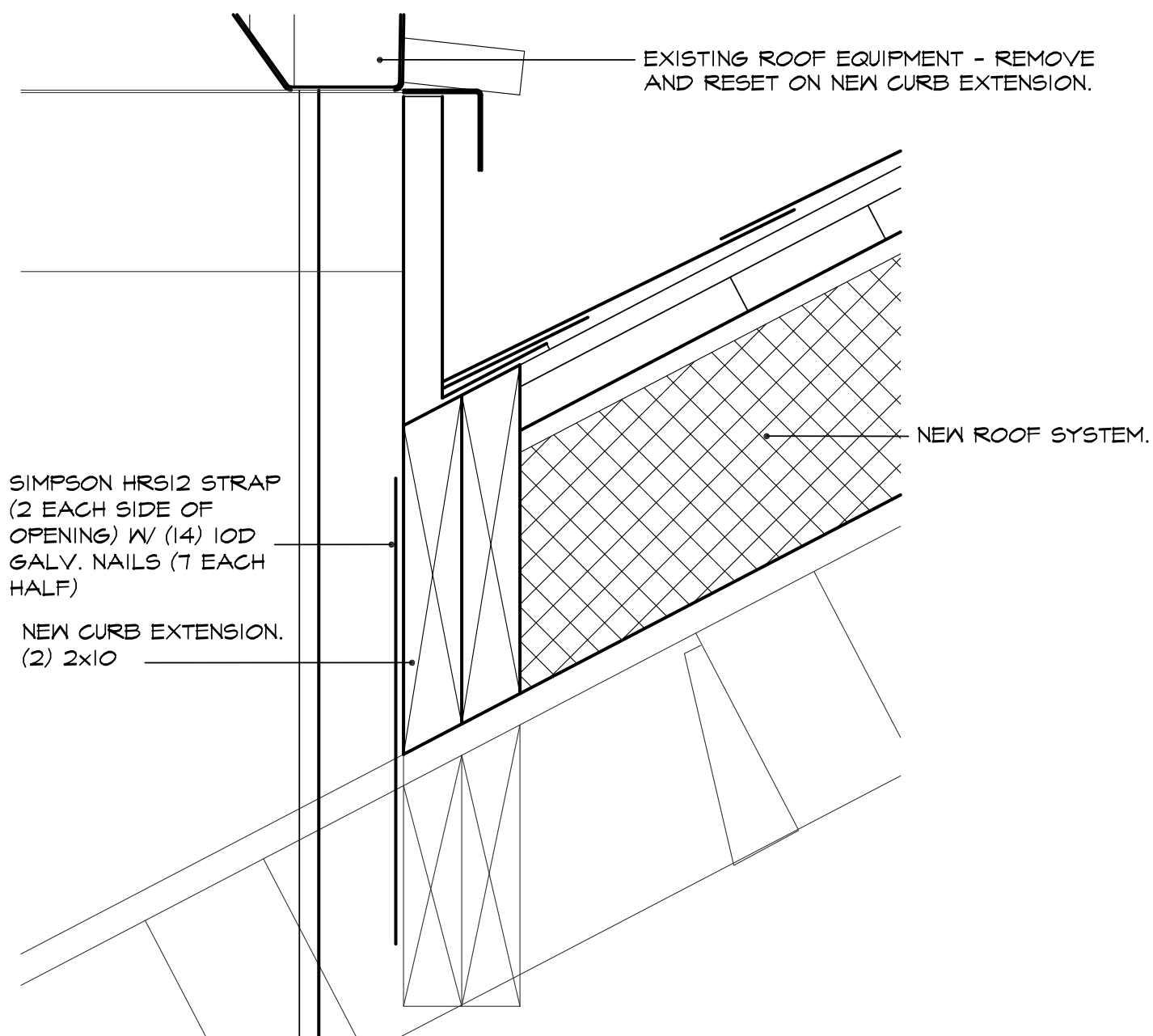
MARKET RESTAURANT ELEVATIONS

SCALE 1/8" = 1'-0"



4 SECTION

TYPICAL EQUIPMENT CURB EXTENSION SCALE 3" = 1'-0"



5 SECTION

TYPICAL EQUIPMENT CURB EXTENSION SCALE 3" = 1'-0"

NO.	REVISION/ SUBMISSIONS	DATE

MARKET RESTAURANT
ROOF DETAILS



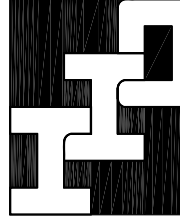
NTS

NO.	△	REVISION/ SUBMISSIONS	DATE



SEAL	COMMISSION NO.	SCALE
	1429	
	PROJECT ARCH: JEH	SHEET NO.
	DRAWN: JB/JEH	
JOHN E. HALL AR 10727		CHECKED: JEH
		DATE: 24-APRIL-2015

RE-ROOFING PROJECT FOR
THE CITY OF HOLLY HILL
HOLLY HILL, FLORIDA



HAWKINS, HALL AND OGLE

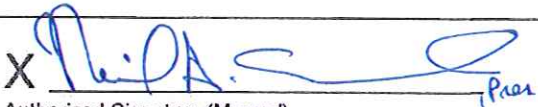
ARCHITECTS, INC. AA-C000925

P 386.1.255 / 6163 208 Magnolia Ave

F 386.1.257 / 5650 Daytona Beach, FL 32114



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

SUBMIT BIDS TO: City of Holly Hill 1065 Ridgewood Avenue Holly Hill, FL 32117 <u>Attn.: CITY CLERK</u>	REQUEST FOR PROPOSALS
Contact: David Ogle Hawkins, Hall & Ogle Architects Inc. 208 Magnolia Av. Daytona Beach, FL 32114 386-255-6163 dogle@hhoarchitects.com	Project Number 15BG-05 CITY OF HOLLY HILL, FLORIDA RE-ROOFING PROJECT FOR THE MARKET RESTAURANT
Non-Mandatory Pre-Bid Date: June 30, 2015 Non-Mandatory Pre-Bid Time: 10:00 AM	Location of Pre-Bid Conference: City of Holly Hill City Hall Room 227, Large Conference Room 1065 Ridgewood Avenue Holly Hill, FL 32117
Bid Due Date: July 16, 2015 Bid Due Time: 2:00 PM	Location of Public Opening: City of Holly Hill City Hall Room 227, Large Conference Room 1065 Ridgewood Avenue Holly Hill, FL 32117
Bidder's Name: R & R Industries, Inc.	Federal Employer ID Number or SS Number: 59-0620775
Mailing Address: 500 Carswell Avenue	If returning as a "No Submittal", state reason (if so, return only this page):
City, State, Zip: Holly Hill, Florida 32117-4412	
Type of Entity: (Circle one) ☒ Corporation ☐ Proprietorship ☐ Partnership/Joint Venture ☐ Limited Liability Company Other: _____	 X _____ Authorized Signature (Manual)
Incorporated in the State of: Florida	
Telephone Number: 386/253-7627	Typed Name: Neil A. Samuels
Toll Free Telephone Number: (800) N/A	Title: President
Fax Number: 386/255-1470	Date: July 16, 2015

THIS FORM MUST BE COMPLETED AND RETURNED AS THE COVER SHEET OF YOU BID



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

The BIDDER is expected to completely analyze the information contained in these Bid Documents. It is the bidder's sole responsibility to ensure understanding of the proposed work requirements.



CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT

INVITATION TO BID
CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR SICA HALL COMMUNITY CENTER

Notice is hereby given that the City of Holly Hill, Florida is accepting bids for **RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**. Bids will be accepted by the City of Holly Hill, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, *until 2:00pm on July 16, 2015* at which time and place all proposals received shall be publicly opened and read aloud in the City Hall.

There will be a **NON MANDATORY** pre-bid meeting for this project at *10:00AM on June 30, 2015*. The meeting will be held in Room 227 - Large Conference Room, located in City Hall, 1065 Ridgewood Avenue, Holly Hill, FL 32117.

Description of Work:

This project is for the re-roofing of The Market Restaurant, 101 2nd Street, Holly Hill, FL 32117, consisting of removing the existing roofing and replacing with new single ply roofing system and new sprayed on insulation system as called for in the specifications.

Copies of the documents may be obtained for the sum of \$25.00 (check or money order only) from the Architect, Hawkins, Hall & Ogle Architects Inc., 208 Magnolia Ave. Daytona Beach FL 32114, for each set of documents. No refunds will be made. Any addenda to these documents will be issued via electronic mail. It is the bidder's responsibility to confirm that all addenda have been received prior to submitting a bid for this project. All questions should be directed **in writing** to David Ogle/Hawkins, Hall & Ogle Architects Inc. at dogle@hhoarchitects.com, **questions will be accepted until 5:00pm on July 7, 2015**.

A certified check or bank draft, payable to the City of Holly Hill, Florida, or a satisfactory bid bond executed by the Bidder and an acceptable surety, in an amount equal to five percent (5%) of the bid, shall be submitted with each bid. NO bid shall be withdrawn for a period of One Hundred Twenty (120) days subsequent to the bid opening without the consent of the City of Holly Hill, Florida.

Upon award, the successful bidder will be required to furnish and pay for a satisfactory Contract one hundred percent (100%) Performance Payment Bond which must be recorded by the Clerk of the Court, Volusia County, and enter into a Contract for Services with the City of Holly Hill.

All bidders are required to complete and submit the "Public Entity Crime Sworn Statement", Form #PUR 7068, as designated by Florida Statutes, Section 287.133(3)(a), with their bids.

The City of Holly Hill is not responsible for the U.S. mail or private carriers or messengers in regards to mail being delivered by the specified time so that a bid can be considered.

No bids received after the time and date specified for the opening will be considered. The City of Holly Hill, Florida reserves the right to reject any and all bids, to waive any and all non-substantial irregularity in bids reviewed, whenever such rejection or waiver is in the best interest of the City.

Bids shall be addressed to City Clerk, City of Holly Hill, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, in a sealed envelope plainly marked on the outside:



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**RE-ROOFING PROJECT FOR THE MARKET RESTAURANT
CITY OF HOLLY HILL
VOLUSIA COUNTY, FLORIDA**

s/

Joseph Forte, City Manager



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**Section 1 -
Instructions to Bidders**

**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

Submit Bid To:

City of Holly Hill
City Clerk
1065 Ridgewood Avenue
Holly Hill, FL 32117

Location of Public Opening:

City of Holly Hill City Hall
Room 227, Large Conference Room
1065 Ridgewood Avenue
Holly Hill, FL 32117

Contact:

David Ogle
Hawkins, Hall & Ogle Architects Inc.
208 Magnolia Av.
Daytona Beach, Fl. 32114
386-255-6163
dogle@hhoarchitects.com

Schedule:

Non-Mandatory Pre-Bid Date: June 30, 2015
Non-Mandatory Pre-Bid Time: 10:00AM

Last Day for Questions: July 7, 2015 5:00PM

Bid Due Date: July 16, 2015
Bid Due Time: 2:00 PM



CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

CONTACT: All prospective Bidders are hereby instructed not to contact any member of the City of Holly Hill City Commission, City Manager, or City of Holly Hill staff members other than the noted contact person regarding this Bid or their bid at any time prior to the posting on the website of the final evaluation and recommended ranking by City staff for this project. Any such contact shall be cause for rejection of your bid.

PUBLIC OPENING: Bids shall be received by the City Clerk at the above referenced address by the specified time and date. As soon as possible thereafter the names of the Bidders shall be read aloud at the specified location. Persons with disabilities needing assistance to participate in the Public Opening should call the City Clerk at least 48 hours in advance of the Public Opening at 386-248-9441.

DELAYS: The City, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the City to do so. The City will notify Bidders of all changes in scheduled due dates by emailing plan holders.

BID SUBMISSION AND WITHDRAWAL: The City will receive bids at the above address. The outside of the envelope/container must be identified with the bid number and title as stated above. The envelope/container must also include the bidder's name and return address.

BID BOND: A Bid Bond or certified check in the amount of Five Percent (5%) of the Contract Sum shall accompany this bid.

PERFORMANCE AND PAYMENT BOND: A Performance and Payment Bond or letter issued by a surety reasonably acceptable to Owner and with a minimum rating of Class IV by Bests Rating Classification for One Hundred Percent (100%) of the Contract Sum shall accompany this bid. Failure of the bidder to provide the above information on the outside of the envelope/container may result in the rejection of the bid.

Bids received after the specified time and date shall be returned unopened. The time and date will be scrupulously observed. The City will not be responsible for late deliveries or delayed mail. The time/date stamp clock located at the desk of the City Clerk shall serve as the official authority to determine lateness of the bid.

The City cautions Bidders to assure actual delivery of mailed or hand-delivered bids prior to the deadline set for receiving bids. Telephone confirmation of timely receipt of the bid may be made by calling 386-248-9441, before the 2:00 pm deadline.

Bidders shall submit **TWO (2) COMPLETE, ORIGINAL SETS** of the complete bid with all supporting documentation in a sealed envelope/container marked as noted above. The Bidder may submit the bid in person or by mail. Bidders may withdraw their bids by notifying the City in writing at any time prior to the time set for the bid deadline.

Bidders may withdraw their bids in person or through an authorized representative. Bidders and authorized representatives must disclose their identity and provide a signed receipt for the bid. Bids, once opened, become the property of the City and will not be returned to the Bidders.

INQUIRIES: All Bidders shall carefully examine the Bid documents. Any ambiguities or inconsistencies shall be brought to the attention of the City of Holly Hill in writing prior to the due date. Failure to do so, on the part of the Bidder, shall constitute an acceptance by the Bidder of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the Bid documents including the attached draft agreement, shall be requested in writing, and received by the Architect, John Hall/ Hawkins, Hall & Ogle Architects Inc. at jhall@hhoarchitects.com. The City will not be responsible for any oral instructions made in regard to this bid.

ADDENDA: Should revisions to the bid documents become necessary the City will email contractors who are registered plan holder. All Bidders should contact the designated contact at least three (3) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the bid as unresponsive. Bidder shall sign, date, and return all addenda with their Bid. It is the sole responsibility of the Bidder to ensure he/she obtains information related to Addenda.



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

SELECTION PROCESS AND AWARD: The award will be made to the lowest priced, responsive, responsible Bidder consistent with the process and award criteria herein. The City reserves the right to accept any Bid or combination of Bid alternates which, in the City's judgment, will best serve the City's interest. Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of the unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. The Bidder(s) understands that this Bid does not constitute an agreement or a contract with the Bidder. The City reserves the right to reject all bids, to waive any formalities, to solicit and re-advertise for new bids or to abandon the project in its entirety. The City reserves the right to adjust quantities and scope of work outlined in the bid documents to increase or decrease the identified quantities or scope of work based on quantity prices in the bid without any adjustment to said quantity prices. In preparing the bids, Bidders are hereby advised that the City may accept all or any part of the bid and award the contract accordingly. In evaluating Bids, the City shall consider the information provided by the Apparent Low Bidder as described in these "INSTRUCTIONS TO BIDDERS". Any of the following causes may be considered as sufficient grounds for disqualification of a Bidder or the rejection of a Bid:

- (a) Submission of more than one (1) Bid for the same Work by any entity under the same or different names.
- (b) Evidence of collusion among Bidders.
- (c) Submission of an unbalanced Bid in which prices quoted for some items are out of proportion to the prices quoted for other or similar items in the same Bid.
- (d) Lack of responsibility as shown by past Work from the standpoint of life safety including, but not limited to, strict adherence to all maintenance of traffic requirements of the City, workmanship, progress and financial irresponsibility.
- (e) Uncompleted Work for which the Apparent Low Bidder is committed by contract which might hinder or prevent the prompt completion of Work under this Bid if an Agreement would have been awarded to the Apparent Low Bidder.
- (f) Falsification of any entry made on the Bid Documents shall be deemed a material irregularity and will be grounds, at the City's option, for disqualification of the Apparent Low Bidder or rejection of the Bid.
- (g) Non-compliance with the submittal requirements of these Instructions to Bidders.
- (h) This section shall be construed liberally to benefit the public and not the Apparent Low Bidder; however, any other evidence which may hinder or otherwise delay completion of the Project may be grounds for disqualification.

AWARD CRITERIA: The recommendation of award will be based on, but not limited to the following criteria:

- (a) The ability, capacity and skill of the Apparent Low Bidder to perform the Work.
- (b) Whether the Apparent Low Bidder can perform the Work promptly, or within the time specified, without delay or interference.
- (c) The character, integrity, reputation, judgment and efficiency of the Apparent Low Bidder.
- (d) The quality of performance of previous contracts or services to the City of Holly Hill or any other agency or client.
- (e) The previous and existing compliance by the Apparent Low Bidder with Purchasing & Contracts Management procedures, the life safety requirements of the City and other laws, ordinances and regulations.
- (f) The sufficiency of the financial resources and ability of the Apparent Low Bidder to perform the Work.
- (g) The quantity, availability and adaptability of the Apparent Low Bidder to perform the Agreement or service to the particular needs of the City.
- (h) The ability of the Apparent Low Bidder to retain employees for the purpose of this Work.
- (i) The experience of the Apparent Low Bidder performing in a similar manner as required by this Agreement.
- (j) The type, structure and experience of the local or branch management proposed.
- (k) Quality Control Program.
- (l) Claims and Litigation filed against the Apparent Low Bidder or filed by the Apparent Low Bidder for equitable adjustment, contract claim or litigation in the past five years.
- (m) Reprimand of any nature or suspension by the Department of professional Regulation or any other regulatory agency or professional association within the last five years.
- (n) At the time of opening and immediate review of the bid submittals, the City reserves the right to request all required forms/attachments (other than the bid form) that may have not been submitted at the time of submittal. The respondent shall have twenty-four (24) hours to supply this information to the City for their bid to be considered valid.

LOCAL BIDDER PREFERENCE:

To account for the financial advantages accruing to the City by the award of a contract to a local business or county business, the City has adopted through Ordinance 2920 a local bidder preference, Code of Ordinances Section 30-78. A bid/proposal from a local business shall receive bid preference in an amount not to exceed five percent of the local business' total bid price if the cost differential does not exceed \$25,000.00 for procurement activities in amounts over



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

\$25,000.00. A bid/proposal from a county business shall receive bid preference in an amount not to exceed three percent of the local business' total bid price if the cost differential does not exceed \$15,000.00 for procurement activities in amounts over \$25,000.00. The City, when seeking bids or proposals for commodities or equipment, will notify bidders or proposers that bids or proposals will be evaluated on the basis of this local bidder preference.

A "local business" means a vendor or contractor which has a place of business (other than a post office box) within the City Limits and has a valid, current business tax receipt issued by the City. To qualify as a local business the vendor shall submit with its bid/proposal a completed City of Holly Hill affidavit that documents the following: the business has paid its City of Holly Hill local business tax at least 12 months prior to the opening of the bid/proposal, does business in the Holly Hill community, maintains a physical business address located within the jurisdictional limits of the City of Holly Hill. The affidavit is included in the bid/proposal solicitation or a copy can be obtained by accessing the Bidding Opportunities section of the City web site. In order to be considered under the Local Bidder Preference, this affidavit is required to be submitted each time a local business submits a bid/proposal.

A "county business" means a vendor or contractor which has a place of business (other than a post office box) within the County Limits and has a valid, current business tax receipt issued by the City of its permanent address. To qualify as a county business the vendor shall submit with its bid/proposal a completed City of Holly Hill affidavit that documents the following: the business has paid its local business tax to the City of its permanent residence at least 12 months prior to the opening of the bid/proposal, does business in the Volusia County community, maintains a physical business address located within the jurisdictional limits of Volusia County. The affidavit is included in the bid/proposal solicitation or a copy can be obtained by accessing the Bidding Opportunities section of the City web site. In order to be considered under the Local Bidder Preference, this affidavit is required to be submitted each time a county business submits a bid/proposal.

BID PREPARATION COSTS: Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Bid. Bidders should prepare their bids simply and economically, providing a straightforward and concise description of the Bidder's ability to meet the requirements of the Bid.

ACCURACY OF BID INFORMATION: Any Bidder which submits in its bid to the City any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

EQUIVALENT MATERIALS AND EQUIPMENT: Whenever Materials or Equipment are specified or described in the Specifications by using the name of a proprietary item or the name of a particular Supplier, the naming of the item is intended to establish the type, function and quality required. Unless the name is followed by words indicating that no substitution is permitted, Materials or Equipment of other Suppliers may be accepted by the City if sufficient information is submitted by Applicant to allow the City to determine that the material or Equipment proposed is equivalent to that named.

Requests for review of substitute items of material and Equipment will not be accepted by the City from anyone other than Applicant. If Applicant wishes to furnish or use a substitute item of material or equipment Applicant shall indicate this action with his solicitation, make written application to the City for acceptance thereof, certifying that the proposed substitute will perform adequately the functions called for by the general design, be similar and of equal substance to that specified and be suited to the same use and capable of performing the same function as that specified.

All variations of the proposed substitute from that specified shall be identified in the solicitation and the Applicant is responsible for any expense incurred by the City from evaluation and acceptance of the proposed substitute, including claims of other Applicants affected by the resulting substitute, all of which will be considered by the City in evaluating the proposed substitute. The City may require Applicant to furnish, at Applicant's expense, additional data about the proposed substitute.

The City shall be the sole judge of acceptability, and no substitute shall be ordered without the City's acceptance. However, the City reserves the right to reject any proposed substitute which would result in an increase in Contract Price and the City may require Applicant to furnish at Applicant's expense a special performance guarantee or other Surety with respect to any substitute. If approval is given, Applicant shall not be excused from performing in conformity with the requirements of the Contract Documents.



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

Applicant assumes sole responsibility for verifying that the proposed substitute items are in accordance with the requirements of the Contract Documents, and that the specifications and all other features of substitute items are suitable for their intended purpose.

INSURANCE: Misrepresentation of any material fact, whether intentional or not, regarding the Bidder's insurance coverage, policies or capabilities may be grounds for rejection of the bid and rescission of any ensuing contract. **Copy of the insurance certificate shall be furnished to the City prior to commencement of Work.**

LICENSES: Bidders, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Florida at the time of submittal of Bid. Should the Bidder not be fully licensed and certified, its bid shall be rejected. Any permits, licenses, or fees required shall be the responsibility of the Bidder. No separate or additional payment will be made for these costs. Adherence to all applicable code regulations, Federal, State, County, City, etc., are the responsibility of the Bidder.

POSTING OF BID AWARD: Recommendation for award will be posted for review by interested parties at the City Clerk's bulletin board and the City's Web page (www.hollyhillfl.org) as part of the commission's agenda packet prior to submission through the appropriate approval process.

BID PROTEST: Bid protests arising under City Bidding Documents or Procedures shall be resolved under the City of Holly Hill Purchasing & Contract Bid Protests procedures. A vendor/bidder may protest matters involving the award of any contract any time prior to its award by contacting the Purchasing Manager in writing and articulating the alleged basis for the protest. The decision of the Purchasing Manager may be appealed to the City Manager by filing a written appeal with the City Manager within seven (7) days of the decision. The decision of the City Manager may be appealed to the City Commission by filing a written appeal with the City Clerk within seven (7) days of the City Manager's decision. The same procedures above for bid protests shall apply to the contest of a contract award.

PUBLIC RECORDS: Upon award recommendation or ten (10) days after opening, bids become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Bidders must invoke the exemptions to disclosure provided by law in the response to the Bid, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The City will be the sole judge in evaluating compliance with Public Records Law.

PROHIBITION AGAINST CONTINGENT FEES: It is unethical for a person to be retained, or to retain any company or person, other than a bonafide employee working solely for the Bidder to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working solely for the Bidder, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Agreement. For the breach or violation of this provision, the City shall have the right to terminate the Agreement at its sole discretion, without liability and to deduct from the Agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

ACCEPTANCE / REJECTION: The City reserves the right to accept or reject any or all bids, in whole or in part, and to make the award to those Bidders, who in the opinion of the City will be in the best interest of and/or the most advantageous to the City. The City reserves the right to reject the bid of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the City's opinion, is not in a position to perform properly under this award. The City reserves the right to inspect all facilities of Bidders in order to make a determination as to the foregoing. The City reserves the right to waive any irregularities, informalities, and technicalities and may, at its discretion, request a re-procurement.

ADDITIONAL TERMS AND CONDITIONS: Unless expressly accepted by the City, only the terms and conditions in this document shall apply: No additional terms and conditions included with the bid response shall be considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this bid if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these Bid Documents are the only conditions applicable to this bid and the Bidder's authorized signature on the Bid Response Form attests to this. Exceptions to the terms and conditions will not be accepted.



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

RESPONSIBILITY: A Bidder must have at the time of bid opening, a manufacturing plant in operation, or be a fully authorized agent or representative of the product bid, and capable of producing or providing the items bid, and follow-up parts and service, including any warranty services as applicable, and so provide such certification upon request. The City reserves the right, before award, to require a Bidder to submit such evidence of his qualifications as it may deem necessary, and may consider any evidence available such as financial, technical, and other qualifications and abilities of the Bidder, including past performance (experience) with the City. This information will be used to determine the Bidder's responsibility.

BIDS TO REMAIN FIRM: All Bids shall remain firm for a minimum of one hundred twenty (120) days after the day of the Bid opening to allow for the evaluation and selection process and proper execution of the Agreement. Extensions of time when Bids shall remain opened beyond the one hundred twenty (120) day period may be made only by mutual agreement between The City. The successful Contractor must maintain the bid prices firm for a minimum of one (1) year after the contract is executed. No cost increase will be authorized during the first year of the agreement.

DELIVERY: Unless actual date is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order or contract in space provided. Delivery time may be a basis for making of award. Delivery shall be during the normal working hours of the user department, Monday through Friday, unless otherwise specified and incorporated into contract or purchase order document. Delivery shall be to the location specified in the bid specifications. **F.O.B. POINT:** The F.O.B. point shall be destination. Bid responses showing other than F.O.B. Destination will not be accepted. The prices bid shall include all costs of loading, transporting, delivery and to designated point(s) within the City.

PURCHASING PROCEDURES: The Purchasing Division procedures apply in their entirety with respect to this Bid.

AFFIRMATION: By submission of a bid, Bidder affirms that his/her bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, equipment or services, and is all respects fair and without collusion or fraud. Bidder agrees to abide by all conditions of this Invitation To Bid and the resulting contract.

MISTAKES IN BID: Bidders are expected to examine the terms and conditions, specifications, delivery schedule, bid prices, extensions and all instructions pertaining to supplies and services. Failure to do so will be at Bidder's risk. Written amounts shall take precedence over numerical amounts. Bids having erasures or corrections must be initialed in ink by the Bidder.

DISQUALIFICATION OF BIDDER: More than one bid from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Bidder is involved in more than one bid submittal will be cause for rejection of all bids in which such Bidders are believed to be involved. Any or all bids will be rejected if there is reason to believe that collusion exists between Bidders. Bids in which the prices obviously are unbalanced will be subject to rejection.

QUANTITIES: The City will not be held to any maximum or minimum purchase quantities as a result of this solicitation and/or resulting contract. The City reserves the right to purchase any, all, or none, of its requirements from vendors awarded a contract as a result of this solicitation. All quantities as shown are approximate and no guarantee is made. The City reserves the right to adjust quantities and scope of work outlined in the bid documents to increase or decrease the identified quantities or scope of work based on quantity prices in the bid without any adjustment to said quantity prices. In preparing the bids, Bidders are hereby advised that the City may accept all or any part of the bid and award the contract accordingly.

GOVERNMENTAL RESTRICTIONS: In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this bid prior to their delivery, it shall be the responsibility of the Bidder to notify the Purchasing And Contracts Management Division at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The City reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the City.



CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT

PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES: All Applicants submitting a response to this solicitation agree that such response also constitutes a submittal to all governmental agencies within the State of Florida, under the same conditions, for the same contract price, and for the same effective period as this proposal, should the Applicant feel it is in their best interest to do so.

Each governmental agency desiring to accept these submittals, and make an award thereof, shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this solicitation.

This agreement in no way restricts or interferes with the right of any governmental agency to resolicit any or all items.

Non-Appropriation of Funds: In the event that insufficient funds are appropriated and budgeted or funding is otherwise unavailable in any fiscal period for this Project, then the City, shall have the unqualified right to terminate the PURCHASE ORDER(s) or Agreement upon written notice to the Consultant, without any penalty or expense to the City. No guarantee, warranty or representation is made that any particular work or any project(s) will be assigned to any firm(s).



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**Section 2 –
Instructions for the Preparation of Bids**

The Bidder(s) warrants its response to this Invitation to Bid to be fully disclosed and correct. The firm must submit a bid complying with this Invitation to Bid, and the information, documents and material submitted in the bid must be complete and accurate in all material aspects.

Bidders are advised to carefully follow the instructions listed here in order to be considered fully responsive to this Bid. Bidders are further advised that lengthy or overly verbose or redundant submissions are not necessary. Compliance with all requirements will be solely the responsibility of the Bidder. Failure to provide requested information may result in disqualification of response.

REQUIRED SUBMITTALS:

Cover Page (shall be Page # 1 of Package):

Include:

- Name of Individual, Partnership, Company, or Corporation submitting bid.
- Signature(s) of representative(s) legally authorized to bind the Bidder.
- Address, Telephone Number, Fax Number and all required information.

Contract Sum: The Bidder shall use the Contract Sum forms included in the Bid Documents. Bids not submitted on the attached form shall render the Bid unresponsive.

Attachments:

Conflict of Interest Statement (Attachment A): Complete the form included in this package.

Compliance with the Public Records Law (Attachment B): Complete the form included in this package.

Bidder's Certification (Attachment C): Complete the form included in this package.

Drug-Free Workplace (Attachment D): Complete the form included in this package.

American with Disabilities Act Form (Attachment E): Complete the form included in this package.

Request for Taxpayer Identification Number: W-9 (Attachment F): Complete the form included in this package.

References (Attachment G): Complete the form included in this package.

Identical Tie Proposal (Attachment H): Complete the form included in this package.

Public Entity Crime Sworn Statement (Form #PUR 7068) (Attachment I): Complete the form included in this package.

Summary of Litigation and License Sanctions (Attachment J):

Litigation: Provide a summary of all litigation, claim(s), or contract dispute(s) filed by or against the Bidder in the past five (5) years that are related to the services the Bidder provides in the regular course of business. The summary shall state the nature of the litigation, claim or contract dispute, a brief description of the case, the outcome or projected outcome, and monetary amounts involved.

Complete the form included in this package.

License Sanctions: List any regulatory or license agency sanctions within the past five (5) years.

Complete the form included in this package.

List of Subcontractors (Attachment K):

Provide a list of subcontractors that shall be used to perform the work associated with this contract.



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

Local Bidder Preference Affidavit (Attachment L):

Complete the form included in this package for the City of Holly Hill Local Bidder Preference, Affidavit of Eligibility for either the Local Business or County Business.



CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT

Section 3
Bid Forms, Statements, Affidavits

FORMS MUST BE COMPLETED AND RETURNED WITH YOUR BID



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**CONTRACT SUM
CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

Name of Bidder: R & R Industries, Inc.

Mailing Address: 500 Carswell Avenue

Street Address: 500 Carswell Avenue

CITY/State/Zip: Holly Hill, Florida 32117-4412

Phone Number: (386) 253-7627

FAX Number: (386) 255-1470

ALL PRICES F.O.B. HOLLY HILL

Pursuant to and in compliance with the Invitation To Bid, Instructions to Bidders, and the other documents relating thereto, the undersigned Bidder, having familiarized themselves with the terms of the Contract Documents, local conditions affecting the performance of the Work, and the cost of the Work at the places where the Work is to be done, hereby proposes and agrees to deliver materials/services in a workmanlike manner and in strict conformity with Contract Documents, including Addenda Nos. #1 dated 7/8/15 through #1 dated 7/8/15, on file at the City Clerk's Office for the amount hereinafter set forth.

The undersigned, as Bidder, declares that the only persons or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any person, firm or corporation; and he proposes and agrees, if the bid is accepted, that he/she will execute an Agreement with the City in the form set forth in the Contract Documents; that he/she will furnish the required Insurance Certificates.



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

LUMP SUM BID PRICE: \$ 48,426.00
(Figure)

Forty-eight thousand four hundred twenty-six & 00/100-----00/100 dollars

(Written Amount)

PROVIDE UNIT PRICES FOR:

Item No.	Description	Qty.	Unit	Unit Cost	Total
1.	Cost for replacing rotten or termite damaged wood		SF	\$ 5.00	\$
Alt. #1	New Alternate Fascia			Add	2,500.00
Alt. #2	Alternate at tower roofs ONLY			Add	1,500.00
	TOTAL BID:				\$

IN WITNESS WHEREOF, PROPOSER has hereunto executed this FORM this 16th day of July, 20 15.

R & R Industries, Inc.

(Name of PROPOSER)

Neil A. Samuels, Prop.
(Signature of person signing FORM)

Neil A. Samuels

(Printed name of person signing FORM)

President

(Title of person signing FORM)

Sworn to and subscribed before me

This 16th day of July

20 15

K. Savannah Pincott

Signature of Notary (& Stamp)

Notary Public, State of Florida

Personally Known ☒ or

Produced Identification _____
(type of identification)





CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT

ATTACHMENT A
CONFLICT OF INTEREST STATEMENT

Before me, the undersigned authority, personally appeared
Neil A. Samuels, who was duly sworn, deposes, and states:

1. I am the President of R & R Industries, Inc. with a local office in Holly Hill, FL and principal office in Holly Hill, FL.
2. The above named entity is submitting an Expression of Interest for the City of Holly Hill project described as **Project Number 15BG-05: RE-ROOFING PROJECT FOR THE MARKET RESTAURANT.**
3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.
4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting Qualifications for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.
6. Neither the entity nor its affiliates, nor any one associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.
7. Neither the entity, nor its affiliates, nor any one associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of City of Holly Hill.
9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with City of Holly Hill.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify City of Holly Hill in writing.

DATED this 16th day of July, 20 15.

R & R Industries, Inc.

(Name of PROPOSER)

Neil A. Samuels, Pres.
(Signature of person signing FORM)

Neil A. Samuels

(Printed name of person signing FORM)

President

(Title of person signing FORM)

Sworn to and subscribed before me

This 16th day of July, 20 15.

K. Savannah Pincoff
Signature of Notary (& Stamp)
Notary Public, State of Florida

Personally Known ☒ or
Produced Identification _____
(type of identification)





**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT B
COMPLIANCE WITH THE PUBLIC RECORDS LAW**

Upon award recommendation or ten (10) days after receiving, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Holly Hill.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to defend the City in the event we are forced to litigate the public records status of the company's documents.

DATED this 16th day of July, 2015.

R & R Industries, Inc.

(Name of PROPOSER)

Neil A. Samuels
(Signature of person signing FORM)

Neil A. Samuels

(Printed name of person signing FORM)

President

(Title of person signing FORM)

Sworn to and subscribed before me

This 16th day of July
2015

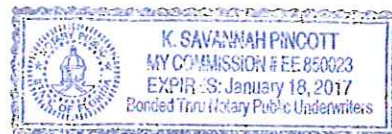
K. Savannah Pincott

Signature of Notary (& Stamp)

Notary Public, State of Florida

Personally Known ☒ or
Produced Identification

(type of identification)





**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT C
PROPOSER'S CERTIFICATION**

I have carefully examined the Invitation to Bid, Instructions to Bidders, General and/or Special Conditions, Vendor's Notes, Specifications, proposed agreement and any other documents accompanying or made a part of this Bid Document.

I hereby propose to furnish the goods or services specified in the Bid at the prices, rates or discounts quoted in my bid. I agree that my Bid will remain firm for a period of up to one hundred twenty (120) days in order to allow the City adequate time to evaluate the bids.

I agree to abide by all conditions of this bid and understand that a background investigation may be conducted by the City of Holly Hill prior to award.

I certify that all information contained in this Bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the vendor/contractor as its act and deed and that the vendor/contractor is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this Bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a Bid for the same product or service; no officer, employee or agent of the City of Holly Hill Government or of any other Bidder interested in said proposal; and that the undersigned executed this Bidders's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

DATED this 16th day of July, 2015.

R & R Industries, Inc.

(Name of PROPOSER)



(Signature of person signing FORM)

Neil A. Samuels

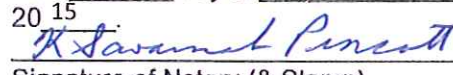
(Printed name of person signing FORM)

President

(Title of person signing FORM)

Sworn to and subscribed before me

This 16th day of July, 2015



Signature of Notary (& Stamp)

Notary Public, State of Florida

Personally Known ☒ or
Produced Identification _____

(type of identification)





**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT D
DRUG-FREE WORKPLACE FORM**

The undersigned vendor in accordance with Florida statute 287.087 hereby certifies that
R & R Industries, Inc. does;
(Name of Business)

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 proposed 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 Qualification, the employee will propose 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.

DATED this 16th day of July, 2015.

R & R Industries, Inc.
(Name of PROPOSER)

Neil A. Samuels
(Signature of person signing FORM)

Neil A. Samuels
(Printed name of person signing FORM)

President
(Title of person signing FORM)

Sworn to and subscribed before me

This 16th day of July, 2015

K Savannah Pincott

Signature of Notary (& Stamp)
Notary Public, State of Florida

Personally Known ☒ or
Produced Identification
(type of identification)





CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT

ATTACHMENT E
AMERICANS WITH DISABILITIES ACT
AFFIDAVIT

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding CITY.

The CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the CITY be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Agreement for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the CITY, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

DATED this 16th day of July, 2015.

R & R Industries, Inc.
(Name of PROPOSER)
Neil A. Samuels
(Signature of person signing FORM)

Neil A. Samuels
(Printed name of person signing FORM)
President
(Title of person signing FORM)

Sworn to and subscribed before me

This 16th day of July, 2015

K. Savannah Pincott
Signature of Notary (& Stamp)
Notary Public, State of Florida

Personally Known ☒ or
Produced Identification _____
(type of identification)





**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT F
Request for Taxpayer Identification Number and Certification
(W-9 Form)**

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Name (as shown on your income tax return) R & R Industries, Inc.		
Business name, if different from above		
Check appropriate box ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Limited liability company. Enter the tax classification (Disregarded entity, C corporation, Partnership) ☐ ☐ Exempt payee ☐ Other (See instructions) ☐		
Address (number, street, and apt. or suite no.) 500 Carswell Avenue		Requester's name and address (optional)
City, state, and ZIP code Holly Hill, Florida 32117-4423		
List account number(s) here (optional)		
Part I Taxpayer Identification Number (TIN)		
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN on page 3.		
Social security number OR Employer identification number 59-0620775		
Part II Certification		
Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and		
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and		
3. I am a U.S. citizen or other U.S. person (defined below).		
Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.		
Sign Here	Signature of U.S. person	Date July 16, 2015
General Instructions Neil A. Samuels		
Section references are to the Internal Revenue Code unless otherwise noted.		
Purpose of Form A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:		
1. Certify that the TIN you are giving is correct for you are waiting for a number to be issued,		
2. Certify that you are not subject to backup withholding, or		
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.		
Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.		
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:		
• An individual who is a U.S. citizen or U.S. resident alien,		
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,		
• An estate (other than a foreign estate), or		
• A domestic trust (as defined in Regulations section 301.7701-7).		
Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.		
The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:		
• The U.S. owner of a disregarded entity and not the entity,		

Cat. No. 10231X

Form W-9 (Rev. 10-2007)



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT G
REFERENCES**

Proposer shall provide a minimum of three references, for which they are currently providing this type of service/commodity within the State of Florida.

1. Company Name Bomar Construction Company

Contact Name and Title Jeff Norder, Vice President

Address 27 S. Orchard Street, Ormond Beach, Florida 32174

Phone Number 386/677-8736 FAX Number 386/677-7726

Duration of Contract or business relationship We have done numerous roofing and air-conditioning projects with Bomar Construction for a 20 year period.

2. Company Name Hall Construction Company

Contact Name and Title Dennis Hall

Address 902 S. Nova Road, Daytona Beach, Florida 32114

Phone Number 386/252-2526 FAX Number 386/252-2806

Duration of Contract or business relationship Over our 40+ year relationship, we have done a numerous variety of air-conditioning and roofing projects.

3. Company Name Peck & Associates Construction, Inc.

Contact Name and Title Jon Harris, Vice President

Address 2430 S. Atlantic Avenue, Suite F, Daytona Beach Shores, FL 32118

Phone Number 386/255-7336 FAX Number 386/238-3663

Duration of Contract or business relationship We have worked with this contractor 30+ years on a wide variety of projects both roofing and air-conditioning.



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT H
IDENTICAL TIE PROPOSALS**

In accordance with Section 287.087, Florida State Statutes, preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals that are equal with respect to price, quality, and service, are received by the State or any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that has completed a drug-free workplace program shall be given preference in the award process.

Established procedure for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 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 prohibitions.
- 2) Inform employees about the dangers of drug abuse in the workplace the business 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 Proposal a copy of the statement
- 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 Proposal, 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 Florida Statutes or of any controlled substance law(s) of the United States or any state five (5) days after such conviction or plea.
- 5) Impose sanctions on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, 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.

DATED this 16th day of July, 2015.

R & R Industries, Inc.

(Name of PROPOSER)

(Signature of person signing FORM)

Neil A. Samuels

(Printed name of person signing FORM)

President

(Title of person signing FORM)

Sworn to and subscribed before me

This 16th day of July, 2015

Signature of Notary (& Stamp)

Notary Public, State of Florida

Personally Known ☒ or

Produced Identification (type of identification)





**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT I
PUBLIC ENTITY CRIME SWORN STATEMENT (FORM PUR 7068)**

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

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

1. This sworn statement is submitted to The City of Holly Hill, Florida
[print name of public entity]
- by Neil A. Samuels, President
[print individual's name and title]
- for R & R Industries, Inc.
[print name of entity submitting sworn statement]

whose business address is:

500 Carswell Avenue

Holly Hill, Florida 32117-4112

and (if applicable) its Federal Employer Identification Number (FEIN) is 59-0620775
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

XX Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THE FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.


(Signature) Neil A. Samuel, President

Date: July 16, 2015

Sworn to and subscribed before me this 16th day of July, 2015.

Personally known ✓



Or Produced identification _____

Notary Public – State of Florida

My commission expires 01/18/17

(Type of Identification)





CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT

(Printed, typed or stamped
commission name of notary public)

Form PUR 7068

ATTACHMENT J
SUMMARY OF LITIGATION AND LICENSE SANCTIONS

(IF NOT APPLICABLE, PLEASE STATE SO):

Litigation: W. F. Yates & Sons Construction added all subs to lawsuit as third party defendants. Currently in mediation and awaiting resolution.


AUTHORIZED SIGNATURE Neil A. Samuels, President

R & R Industries, Inc.

COMPANY

July 16, 2015

DATE

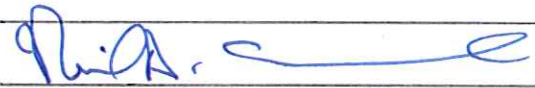


CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT

ATTACHMENT K
LIST OF SUBCONTRACTORS

(IF NOT APPLICABLE, PLEASE STATE SO):

Verns Insulation

 *Neil A. Samuels*
AUTHORIZED SIGNATURE Neil A. Samuels, President

R & R Industries, Inc.
COMPANY

July 16, 2015
DATE



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT L
LOCAL BIDDER PREFERENCE**

CITY OF HOLLY HILL

**AFFIDAVIT OF ELIGIBILITY
LOCAL BUSINESS**

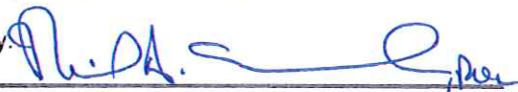
All areas of this form are required to be completed. Incomplete forms may be rejected.

1. LEGAL NAME OF BUSINESS: R & R Industries, Inc.
 Physical Address: _____ Mailing Address (if different) _____
500 Carswell Avenue _____
Holly Hill, Florida 32117-4412 _____

2. Year your business was established in the City of Holly Hill: 67 years (since 1948)
3. Business Tax Receipt Number Issued by the City of Holly Hill
15-00020311 - A/C Class A
 BTR Number: 15-00020312 - Roofing/Sheet Metal Date Issued: August 20, 2014
4. Please provide a brief description of the nature of your business and how it relates to the community.

We are a roofing and air-conditioning contractor that employees workers from the local area to perform our services.

The undersigned states that the foregoing statements are true and correct. The City of Holly Hill reserves the right to verify all information submitted as part of this affidavit. The undersigned acknowledges that the application of Local Bidder Preference is subject to Section 30-78, Code of Ordinances.

By: 
 Signature

Name, Typed or Printed
Neil A. Samuels

Title, Typed or Printed
President

Mailing Address
500 Carswell Avenue
City, State, Zip Code
Holly Hill, Florida 32117



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

Telephone Number 386/253-7627

Notary Public, State of Florida

Sworn to and subscribed before me

This 16th day of July

Personally Known ☒ or

20 15

K. Savannah Pincott
Signature of Notary (& Stamp)

Produced Identification
(type of identification)



**ATTACHMENT L
LOCAL BIDDER PREFERENCE**

CITY OF HOLLY HILL

**AFFIDAVIT OF ELIGIBILITY
COUNTY BUSINESS**

All areas of this form are required to be completed. Incomplete forms may be rejected.

- LEGAL NAME OF BUSINESS: R & R Industries
Physical Address: _____ Mailing Address (if different) _____
500 Carswell Avenue, Holly Hill, FL 32117-4412

- Year your business was established in the City of permanent address: 1948
- Business Tax Receipt Number Issued by the City of permanent address
15-00020311 - A/C Class A August 20, 2014
BTR Number: 15-00020312 - Roofing/Sheet Metal Date Issued: August 20, 2014
- Please provide a brief description of the nature of your business and how it relates to the community.

We are a roofing and air-conditioning contractor that employees workers from the local area to perform our services.

The undersigned states that the foregoing statements are true and correct. The City of Holly Hill reserves the right to verify all information submitted as part of this affidavit. The undersigned acknowledges that the application of Local Bidder Preference is subject to Section 30-78, Code of Ordinances.

By:

Signature

Name, Typed or Printed
Neil A. Samuels

Title, Typed or Printed
President



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

Mailing Address
500 Carswell Avenue

City, State, Zip Code
Holly Hill, Florida 32117-4412

Telephone Number

Sworn to and subscribed before me

This 16th day of July

2015

K. Savannah Pincoff

Signature of Notary (& Stamp)

Notary Public, State of Florida

Personally Known ☒ or

Produced Identification

(type of identification)



PROJECT: Re-roofing Project for The Market Restaurant
Bid # 15-BG-05

OWNER: City of Holly Hill

ARCHITECT: HAWKINS, HALL, & OGLE ARCHITECTS, INC.
208 Magnolia Avenue
Daytona Beach, Florida 32114
386-255-6163 Fax: 386-257-5650

ADDENDUM NUMBER 1 DATED 8 July 2015

This addendum is part of the Contract Documents and modifies the Project Plans and Specifications as follows:

A1.01 SPECIFICATIONS: SECTION 07530 SINGLE PLY MEMBRANE ROOFING SYSTEM (KEE)

PART 2 – PRODUCTS, 2.01 MANUFACTURERS, modify paragraph A to read:

A. Basis of Specification: Flexible sheet roofing work of this Section is based on FiberTite-KEE Roofing System as manufactured by Seaman Corporation, 1000 Venture Blvd, Wooster, Ohio 44691, telephone 800-927-8578, fax 800-649-2737.

1. Acceptable Alternate Manufacturers: Johns Manville (60 mil PVC, System S-47), GAF (60 mil EverGuard PVC)


7/16/15

END OF ADDENDUM NO. 1

THE AMERICAN INSTITUTE OF ARCHITECTS

Executed in 1 Counterpart



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we R & R Industries, Inc.
 500 Carswell Avenue, Holly Hill, FL 32117
 as Principal, hereinafter called the Principal, and The Ohio Casualty Insurance Company
 62 Maple Avenue, Keene, NH 03431
 a corporation duly organized under the laws of the State of NEW HAMPSHIRE
 as Surety, hereinafter called the Surety, are held and firmly bound unto City of Holly Hill, Florida
 1065 Ridgewood Avenue, Holly Hill, FL 32117
 as Obligee, hereinafter called the Obligee, in the sum of Five Percent of Amount Bid

Dollars (\$ ---5%---),
 for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind
 ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by
 these presents.

WHEREAS, the Principal has submitted a bid for
 15BG-05, Re-Roofing Project for The Market Restaurant,

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract
 with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding
 or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt
 payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter
 such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty
 hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract
 with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain
 in full force and effect.

Signed and sealed this 16th day of July 2015

Linda Henderson
 (Witness)

R & R Industries, Inc.

[Signature]
 (Principal) (Seal)
 (Title)

Anita Navarra
 (Witness)

The Ohio Casualty Insurance Company

[Signature]
 (Surety) (Seal)
 (Title)

Don Bramlage, Attorney-in-Fact
 and Florida Licensed Resident Agent



THIS Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 5936168

American Fire and Casualty Company
The Ohio Casualty Insurance Company

Liberty Mutual Insurance Company
West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Cheryl Foley; Don Bramlage; Gloria A. Richards; Jeffrey W. Reich; Kim E. Niv; Leslie M. Donahue; Lisa Roseland; Patricia L. Slaughter; Susan L. Reich; Teresa L. Durham

all of the city of MAITLAND, state of FL each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 7th day of January, 2013.



STATE OF WASHINGTON ss
COUNTY OF KING

American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: Gregory W. Davenport
Gregory W. Davenport, Assistant Secretary

On this 7th day of January, 2013, before me personally appeared Gregory W. Davenport, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Seattle, Washington, on the day and year first above written.



By: KD Riley
KD Riley, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Gregory W. Davenport, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, David M. Carey, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 16th day of JULY, 2015.



By: David M. Carey
David M. Carey, Assistant Secretary



FLORIDA SURETY BONDS, INC.

620 N. Wymore Road, Suite 200
Maitland, FL 32751
407-786-7770
Fax 407-786-7766

1326 S. Ridgewood Avenue, Suite #15
Daytona Beach, FL 32114
386-898-0507
Fax 386-898-0510

888-786-BOND (2663)
Fax 888-718-BOND (2663)

www.FloridaSuretyBonds.com

July 08, 2015

City of Holly Hill, Florida
Attn: City Clerk
1065 Ridgewood Avenue
Holly Hill, FL 32117

RE: R & R Industries, Inc.
Re-Roofing Project for The Market Restaurant

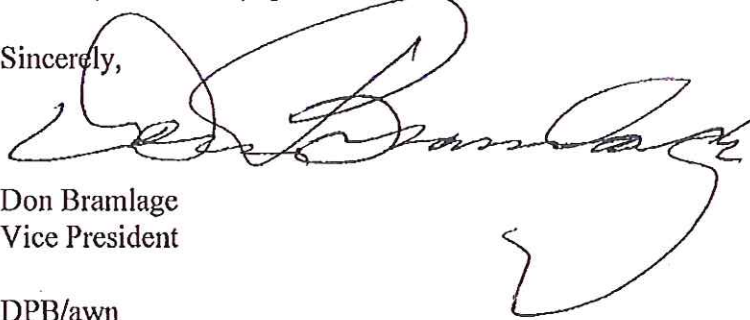
To Whom It May Concern:

For over 20 years we have had the pleasure of handling the surety bonds for R & R Industries, Inc. Berkley Insurance Company is the current Surety. They are Best Rated A+,XV. Their Treasury limit is in excess of \$405 million. R & R Industries, Inc. has a bonding capacity on individual project of \$3 million and a total program capacity of \$10 million.

We hope the above demonstrates our utmost confidence in R & R Industries, Inc. We anticipate no problems in providing the necessary performance and payment bonds for this long established customer.

Should you have any questions, please do not hesitate to call.

Sincerely,



Don Bramlage
Vice President

DPB/awn



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/10/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Brown & Brown of Florida, Inc.
Daytona Beach Office
P.O. Box 2412
Daytona Beach, FL 32115-2412
Richard Fulton

CONTACT NAME: NICOLE ROSE

PHONE (A/C, No, Ext): 386-252-9601

FAX (A/C, No): 386-239-5729

E-MAIL ADDRESS: NROSE@BBDAYTONA.COM

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED R & R INDUSTRIES INC
500 CARSWELL AVENUE
HOLLY HILL, FL 32117

INSURER A: Indian Harbor Ins Co

36940

INSURER B: Hartford Fire Ins Co

19682

INSURER C: Alterra America Insurance Co

21296

INSURER D: Amer Economy Ins Co

19690

INSURER E: Gemini Insurance Co

10833

INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
E	☒ COMMERCIAL GENERAL LIABILITY						
	☐ CLAIMS-MADE ☒ OCCUR			VNGP001138	06/08/2015	06/08/2016	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ EXCLUDED
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
D	☒ AUTOMOBILE LIABILITY						
	☐ ANY AUTO			02CE2104997	06/08/2015	06/08/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	☐ HIRED AUTOS						BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ NON-OWNED AUTOS						PIP \$ 10,000
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB						
	☐ CLAIMS-MADE			SXS004120802	06/08/2015	06/08/2016	EACH OCCURRENCE \$ 2,000,000
	☐ DED ☒ RETENTION \$ NONE						AGGREGATE \$ 2,000,000
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
B	INSTALLATION FLOAT			21MSTE0990	06/08/2015	06/08/2016	EA OCC 250,000
C	INLAND MARINE			MAXA3IM0048884	06/08/2015	06/08/2016	LEAS/RENT 125,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
PROJECT #15BG-05: THE MARKET RESTAURANT RE-ROOFING PROJECT.

CERTIFICATE HOLDER

CANCELLATION

CITYH03

CITY OF HOLLY HILL
ATTN CITY CLERK
1065 RIDGEWOOD AVE
HOLLY HILL, FL 32117

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Issue Date: 7/8/2015



FLORIDA ROOFING, SHEET METAL & AIR CONDITIONING CONTRACTORS ASSOCIATION, INC.

SELF INSURERS FUND

1-800-767-3772 • FAX (407) 671-2520

CERTIFICATE OF INSURANCE**ISSUED TO:**

City Of Holly Hill
1065 Ridgewood Ave.
Holly Hill, FL 32117

Attention: City Clerk

COPY PROVIDED TO:

R & R Industries, Inc.
500 Carswell Avenue
Holly Hill, FL 32117

R & R Industries, Inc.
This is to Certify that: 500 Carswell Avenue
Holly Hill, FL 32117

being subject to the provisions of the Florida Workers' Compensation Act, has secured the payment of compensation by insuring their risk with the FLORIDA ROOFING, SHEET METAL & AIR CONDITIONING CONTRACTORS ASSOCIATION SELF INSURERS FUND, 4099 Metric Drive, Winter Park, FL 32792.

COVERAGE NUMBER: 870-001304

LIMITS

EFFECTIVE DATE: 1/1/2015

Workers' Compensation: Statutory - State of Florida

EXPIRATION DATE: 1/1/2016

Employers' Liability: \$1,000,000.00 Each Accident
\$1,000,000.00 Disease, Each Employee
\$1,000,000.00 Disease, Policy Limit

REMARKS: Non-cancelable, without 30 days prior written notice, except for non-payment of premium which will be a 10 day written notice.

Project: City of Holly Hill, Florida
Re-roofing project for The Market Restaurant

This certificate is issued as a matter of information only, is not a policy and of itself does not afford any insurance. Nothing contained in this certificate shall be constructed as extending coverage not afforded by the policy(ies) shown above or as affording insurance to any insured not named above. This provides coverage for Florida policyholders and Florida domiciled employees only.

By:

Brett Stiegel, Administrator
FRSA-SIF

By:

Debra Guidry, CPCU, Underwriting Manager
FRSA-SIF

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER

CCC011650

The ROOFING CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2016



SAMUELS, NEIL A
R & R INDUSTRIES INC
P O BOX 511
DAYTONA BEACH FL 32115

ISSUED: 08/07/2014

DISPLAY AS REQUIRED BY LAW

SEQ # L1408070001513

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER

CBCA13518

The BUILDING CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2016



SAMUELS, NEIL A
R & R INDUSTRIES INC
P O BOX 511
DAYTONA BEACH FL 32115

ISSUED: 08/07/2014

DISPLAY AS REQUIRED BY LAW

SEQ # L1408070001433



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**City Commission
Agenda Item**

MEETING DATE: November 10, 2015
FROM: Kurt Swartzlander
SUBJECT: US1 Trash Receptacles
NUMBER: (ID # 1219)
APPLICANT:
PLANNER:

DISCUSSION:

In an effort to add to the beautification of the US1 corridor and to encourage an environment of public-private partnership, the purchasing of (10) decorated trash receptacles with matching poles is proposed.

This program is anticipated to be similar to that of the Adopt-a-Highway program. The receptacles will be placed near bus stops along US1, with businesses encouraged to adopt and maintain the receptacle and area. Participating businesses will benefit from this program as signs will be placed near the receptacles stating that the area is being maintained by the participating businesses. Business owners will be responsible for the installation, location, and maintenance of the receptacles.

FISCAL ANALYSIS:

15 gallon decorative waste receptacles are available for \$240.00 each when purchased in a quantity of ten. The matching posts for these receptacles are available for \$51.85 each. A shipping estimate for this purchase is \$262.07.

12"x18" aluminum signs are available for \$39.90 each, and can be mounted on the same post as the receptacles. These can be picked up locally.

The total cost of this purchase is anticipated to be \$3,579.57. Additional costs may be incurred for installation but will be handled by city employees.

Attached is an amendment moving funds from a capital project fund to operating supplies

STAFF RECOMMENDATION:

Approve the implementation of the trash receptacle program along the US1 corridor.

COMMISSION GOAL:

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:

Approve the implementation of the trash receptacle program along the US 1 corridor. Budget amendment approval is not required as it is within the City Manager's spending authority.

- Decorative Trash Receptacle (JPG)
- Decorative Trash Receptacle Post (JPG)
- Budget Amendment (PDF)

5.2.a



Attachm

Packet Pg. 114



5.2.b

Attachm

Packet Pg. 115

CITY OF HOLLY HILL
Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department		Date
CRA Admin		11/10/2015
TAKE FUNDS FROM ACCOUNT NUMBER:	ACCOUNT DESCRIPTION:	AMOUNT:
130-5510-552-62-00	CRA/Buildings	5,000.00
	Total	5,000.00
ADD FUNDS TO ACCOUNT NUMBER:		
130-5510-552-52-01	CRA/Operating Supplies	5,000.00
	Total	5,000.00

Purpose of Transfer: (include as much detail as possible)

FOR COMMISSION APPROVAL:

Transfer funds from Market Reroof Phase 2 to Operating Supplies budget to purchase Trash Receptacles to be placed along US 1.

Note: Funds can only be transferred within the same fund and same department without requiring further commission action. In addition funds can only be expended after amendment is completed.

----- Management Approvals -----	
Department Head Signature	Date
City Manager Signature	Date
----- For Finance Use Only -----	
Step 1: Finance Review	
Finance Director Signature	Date
Step 2: Budget Adjustment Entry	
Funds are available for this request?	☐ Yes ☐ No
Employee Signature	Date
HTE Group #	



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**City Commission
Resolution**

MEETING DATE: November 10, 2015
FROM: Joseph Forte
SUBJECT: A Resolution of the Community Redevelopment Agency
Recommending to the City Commission of the City of Holly
Hill to Adopt the Third Amendment to the CRA Master Plan
for Financial Incentives, Section 4.7
NUMBER: (ID # 1225)
APPLICANT:
PLANNER:

DISCUSSION: The CRA Master Plan is in need of updating the Financial Incentives Section of the plan. Attached is a recommendation to provide for grants as well as public/private partnerships to assist in the development of properties in the CRA Area.

FISCAL ANALYSIS: As determined by commission action.

STAFF RECOMMENDATION: AS discussed by the Commission

COMMISSION GOAL: Goal #3: Implement the CRA master plan with a focus on the best utilization of vacant properties and blighted properties in the city. Attention should also focus on infrastructure improvements within the district and strategies to encourage private investment and business retention.

MOTION: To approve and recommend approval by the City Commission of the Financial Incentives as presented.

ATTACHMENTS:

- 4.7 Incentives (DOCX)

Resolution No. (ID # 1225)**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY
RECOMMENDING TO THE CITY COMMISSION OF THE CITY OF HOLLY
HILL TO ADOPT THE THIRD AMENDMENT TO THE CRA MASTER PLAN
FOR FINANCIAL INCENTIVES, SECTION 4.7****RESOLUTION 2015-R-63**

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF HOLLY HILL, FLORIDA, A RECOMMENDATION OF THE COMMUNITY REDEVELOPMENT AGENCY TO ADOPT THE THIRD AMENDMENT OF THE CITY OF HOLLY HILL COMMUNITY REDEVELOPMENT AREA MASTER PLAN; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill Community redevelopment Agency adopted the City of Holly Hill Community Development Area Master on October 23, 2007; and

WHEREAS, the first amendment to the City of Holly Hill Community Redevelopment area Master Plan was approved on January 8, 2008; and

WHEREAS, the second amendment to the City of Holly Hill Community Redevelopment area Master Plan was approved on December 10, 2013 and provided for a guide to develop the property located at 1200 Center Avenue for its highest and best use while meeting the goals and objectives of the City of Holly Hill Community Redevelopment area Master Plan; and

WHEREAS, the Financial Incentives of the CRA Master Plan are in need up updating in the form of grants and public/private partnerships.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. That the Community Redevelopment Agency hereby recommends the adoption of the Third Amendment to the City of Holly Hill Community Redevelopment Plan incorporating section 4.7 Financial Incentives as part of the City of Holly Hill Community Redevelopment Area Master Plan.

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 Resolution shall take effect immediately upon adoption by the Community Redevelopment Agency.

APPROVED AND AUTHENTICATED this 10th day of November, 2015.

4.7 Financial Incentives

The CRA offers financial incentives in the form of grants and public/private partnerships.

GRANTS: Grants are intended to provide financial assistance to individual industrial, commercial and residential properties to enhance the appearance of the property. The appearance(s) of homes and businesses plays an important role in creating a positive image of the residential and business district while improving the quality of life in the CRA. Grants may provide financial assistance for demolition of existing structures which are part of a planned redevelopment of the property; industrial and commercial façade improvement grants; industrial and commercial landscape grants and residential improvement grants. Applications shall be reviewed and funded on a first come first serve basis. Funding shall be paid on a reimbursement basis upon final inspection and acceptance by the City. Once budgeted funding is committed for approved grants, no other applications shall be funded for that fiscal year. All Grants are subject to funding availability approved and authorized by the CRA and City Commission in the annual budget. Once approved funding for the year has been allocated to approved grants, the CRA shall not accept any applications for grants for the remainder of the fiscal year. The maximum reimbursement of any grant shall not exceed 50% of the reimbursable costs. City and CRA staff shall establish guidelines and criteria for determining the reimbursable expenses and the percentage reimbursed up to a maximum of 50%. The grant application must be submitted and approved by the CRA before commencing any work to be eligible for a grant.

- *Demolition Matching Grant* - All commercial and residential approved demolition projects for the removal of all structures on the property.
- *Industrial and Commercial Façade Matching Grant* – This façade grant will reimburse qualifying expenditures for repairing, replacing and the exterior of industrial and commercial structures.
- *Industrial and Commercial Landscape Matching Grant* – This landscape grant will reimburse expenditures for qualifying landscape improvements for industrial and commercial properties.

PUBLIC/PRIVATE PARTNERSHIPS: Public/private partnerships are intended for the CRA to participate with a larger financial contribution than a grant for projects that create new, high-paying jobs, provide a substantial increase in the assessed valuation of the property or otherwise provide a significant benefit to the community due to the potential positive benefits provided by the project. Each proposed project will be reviewed on an individual basis and the determination of CRA participation shall be in the CRA's sole discretion. Projects that do not qualify for a public/private partnership shall be considered for potential grants discussed above, but a project cannot qualify for both. The terms and conditions of the public/private partnership including the financial contribution by the CRA and the duration of said contribution shall be outlined in a redevelopment agreement with the CRA. Only CRA revenue generated from the project shall be use for reinvestment in the project.

- *Parking Structures* - The CRA is basically fully developed with minimal land for parking. The CRA desires to partner with existing or new business to develop an off-site parking

garage with a shuttle service to transport employees and customers to the participating businesses.

- *Future Mixed Use/Industrial/Commercial Development* - The CRA is willing to participate in the redevelopment of large mixed use/commercial/industrial projects which in the CRA's sole determination provide a significant benefit to the community in terms of creation of new, high paying jobs; substantial increase in assessed value; substantial revitalization for the area of the CRA and such other significant redevelopment projects that warrant the City's participation. The CRA's participation may be in the form of a job incentive payment for qualifying, high-paying jobs and reimbursement of qualifying capital expense incurred in the redevelopment of the site. All incentives shall be negotiated and agreed to in a written redevelopment agreement. Maximum incentive available shall be limited to the revenue generated from the property being redeveloped.
- *Cultural/Civic/Multi-purpose Center Development* - The CRA lacks available space for cultural events and space for civic functions. The CRA is interested in partnering with private interest to have a successful cultural arts and civic center.



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**City Commission
Agenda Item**

MEETING DATE: November 10, 2015
FROM: Valerie Manning
SUBJECT: Minutes - October 27, 2015 - Regular City Commission Meeting
NUMBER: (ID # 1214)
APPLICANT:
PLANNER:

DISCUSSION:

Minutes from October 27, 2015 regular City Commission meeting.

FISCAL ANALYSIS:

N/A

STAFF RECOMMENDATION:

Approve the minutes from October 27, 2015.

COMMISSION GOAL:

N/A

MOTION:

AS DETERMINED BY THE CITY COMMISSION.

- Minutes - October 27, 2015 - Regular City Commission meeting (PDF)



CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

REVISED MINUTES • OCTOBER 27, 2015

City Commission Chamber

Regular City Commission Meeting

7:00 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
Arthur J. Byrnes	District 1 - Commissioner	Present	
Penny Currie	District 2 - Commissioner	Present	
John F. Capers	District 3 - Commissioner	Present	
Elizabeth Albert	District 4 - Commissioner	Present	
John Penny	Mayor	Present	

B. Invocation

Pastor Pruitt led the invocation.

C. Pledge of Allegiance to the Flag

2. PUBLIC PARTICIPATION

The following individuals spoke to the Mayor and City Commissioners: Jim Schultz, 117 Harvard Drive, Ormond Beach; Darryl Forsythe, 715 Unabelle Avenue, Holly Hill.

3. APPROVAL OF MINUTES

1.

Minutes - October 13, 2015 - Regular City Commission Meeting

(Requested by Valerie Manning, City Clerk)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	Elizabeth Albert, District 4 - Commissioner
AYES:	Byrnes, Currie, Capers, Albert, Penny

Enacted and approved this 27th day of October, 2015, in Holly Hill



4. CONSENT AGENDA - ITEMS (1- 2)

Mayor Penny opened public participation. No one spoke.

1. Resolution

Professional Services for Lift Station #12 Rehabilitation
(Requested by Mark Juliano, Public Works)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	Elizabeth Albert, District 4 - Commissioner
AYES:	Byrnes, Currie, Capers, Albert, Penny

RESOLUTION

Enacted and approved this 27th day of October, 2015, in Holly Hill

2. Resolution

Professional Services for L.S.#16 Rehabilitation and Replacement of Force Main from L.S. #14

(Requested by Mark Juliano, Public Works)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	Elizabeth Albert, District 4 - Commissioner
AYES:	Byrnes, Currie, Capers, Albert, Penny

RESOLUTION

Enacted and approved this 27th day of October, 2015, in Holly Hill

5. **REGULAR AGENDA**

1.

1209 : Lien Reduction - 924 Flomich Ave

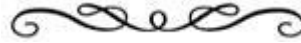
(Requested by Joseph Forte, City Manager)

Mr. Forte discussed the staff report to the Mayor and City Commission.

Mayor Penny opened public participation. No one spoke.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Arthur J. Byrnes, District 1 - Commissioner
SECONDER:	Elizabeth Albert, District 4 - Commissioner
AYES:	Byrnes, Currie, Capers, Albert, Penny

Enacted and approved this 27th day of October, 2015, in Holly Hill



6. PUBLIC HEARINGS

1.

1314 Woodward Parking Lot A Request for Special Exception Approval Under Section 114-693 of the Land Development Regulations to Allow Parking for a Business on Adjacent Property in a Different Zoning District.

(Requested by Thomas Harowski, Planning)

cMr. Harowski discussed the staff report to the Mayor and City Commissioners.

Amy Pantages showed a video of the Senior's Are Us facility and briefly discussed the need for the special exception request for a parking lot.

Mayor Penny opened public participation.

The following individuals spoke to the Mayor and Commissioners: Kimberly Buck, President, Civil Engineer on behalf of Seniors Are Us; Rita Schuler, 1320 Woodward Avenue, Holly Hill; Joann and Art Maniss, Woodward Avenue, Holly Hill; Sabrina Jack; Calem Starr, 1311 Woodward Avenue, Holly Hill; Tom Buck; James (Amy Pantages husband); Judy Lemons, Holly Hill; Steve Jack who transports clients to Senior's Are Us.

Mayor Penny closed public participation.

Commissioner Byrnes made an amendment to the original motion which would include the flow of traffic where the vans would not go down Woodward Avenue in the southbound direction; if they miss their turn and they had to get back there that they would go to Daytona Avenue and he would like the site plan to come back to the Commission so that they can see everything that they asked for has been added to it and add changes to it if necessary, seconded by Commissioner Capers.

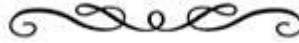
Discussion amongst the Mayor and City Commissioners on the amended motion.

After some discussion amongst the Commission, Commissioner Capers *withdrew* his second. **THE MOTION DIES FOR A LACK OF SECOND.**

The original motion was made to approve the special exception subject to the conditions outlined in the staff report and to include a gate. **Passed, 5-0.**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Elizabeth Albert, District 4 - Commissioner
SECONDER:	Penny Currie, District 2 - Commissioner
AYES:	Byrnes, Currie, Capers, Albert, Penny

Enacted and approved this 27th day of October, 2015, in Holly Hill



2. Ordinance

CPA-2015-01 the Mirage: an Amendment of Policy 1.1.3 of the Future Land Use Element to Provide for Consistency Between the R-6 Low Density Multi-Family Zoning Classification and the Low Density and Low Medium Density Residential Land Use Categories.

(Requested by Thomas Harowski, Planning)
Mr. Harowski discussed the staff report.

Mayor Penny opened public participation.

The following individual spoke to the Mayor and City Commissioners: Sandra Worley, Royal Oak Court, Holly Hill.

Mayor Penny closed public participation.

RESULT:	APPROVED AT 1ST READING [UNANIMOUS]	Next: 1/12/2016 7:00 PM
MOVER:	Elizabeth Albert, District 4 - Commissioner	
SECONDER:	John F. Capers, District 3 - Commissioner	
AYES:	Byrnes, Currie, Capers, Albert, Penny	



3. Resolution

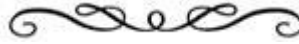
A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Budget for The city of Holly Hill for the Fiscal Year 2015-2016; And providing for Severability; and Providing for An effective Date.

(Requested by Kurt Swartzlander, Finance)
Mayor Penny opened public participation. No one spoke.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Arthur J. Byrnes, District 1 - Commissioner
SECONDER:	John F. Capers, District 3 - Commissioner
AYES:	Byrnes, Currie, Capers, Albert, Penny

RESOLUTION

Enacted and approved this 27th day of October, 2015, in Holly Hill



7. PUBLIC PARTICIPATION

None.

8. COMMUNICATIONS

a. City Manager & Staff Reports

Mr. Forte mentioned the motorcycle for the Police Department has arrived; asked for approval from the Mayor and Commissioners for UPS to use 1200 Center Avenue and the Fire Department for temporary storage units to deliver holiday packages like last year.

Commissioner Currie moved for approval, seconded by Commissioner Albert.

Mayor - Yes, Byrnes - Yes, Capers - Yes.

Passed, 5-0

1. -DOC-2015-47

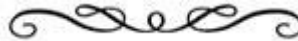
Inventory Surplus - Equipment

(Requested by Mark Juliano, Public Works)

No action needed. Just information for the Mayor and City Commission.

RESULT:	PRESENTATION
----------------	---------------------

Enacted and approved this 27th day of October, 2015, in Holly Hill



b. City Attorney

None.

c. Mayor's Report

d. District Commissioners Reports

Commissioner Capers mentioned he is looking forward to the Trunk or Treat Friday night.

Commissioner Currie mentioned she will not be available on November 3rd for the Canvassing Board because she will be out of State. Therefore, she would like to know if it would be okay if Polly Cappuccio could fill in for her that evening.

Commissioner Currie made a motion to appoint Polly Cappuccio to the Canvassing Board for the Special Election on November 3, 2015, seconded by Commissioner Albert. Mayor - Yes, Byrnes - Yes, Capers - Yes. **Passed, 5-0.**

Commissioner Albert asked if there are any guys who would like to read to the students at the elementary school; suggested that the Boys and Girls club as the Grand Marshal and thanked Pastor Pruitt for doing the invocation.

Commissioner Byrnes disappointed that the traffic flow and site plan didn't get included in the motion for the special exception request tonight.

9. ADJOURNMENT

The meeting adjourned at approximately 9:20 pm.



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**City Commission
Agenda Item**

MEETING DATE: November 10, 2015
FROM: Valerie Manning
SUBJECT: Fire Department Breathing Apparatus Purchase
NUMBER: (ID # 1213)
APPLICANT:
PLANNER: Jim Bland

DISCUSSION:

The City of Holly Hill Fire Departments breathing apparatus (SCBA) have exceeded their life expectancy. The SCBA's currently in use have experienced costly maintenance issues and have been out of service numerous times for repairs. While out of service, we must rely on an outside vendor from Tampa to facilitate repairs. The current units were donated to us by the city of South Daytona and have served us well.

The City is proposing to purchase new MSA SCBA and accessories from Ten-8 Fire Equipment utilizing the Lake County Contract #12-08060.

FISCAL ANALYSIS: This is a fully budgeted expenditure through the general fund fire department budget.

STAFF RECOMMENDATION:

Approve expenditure by the Holly Hill Fire Department of \$34,627.21. Funds are available in the Fire Departments Capital Outlay account. The masks which are shown on the quote (\$3,139.08) will be purchased separately from Operating Supplies.

COMMISSION GOAL:

N/A

MOTION:

**APPROVE THE PURCHASE OF SELF CONTAINED BREATHING APPARATUS
(SCBA).**

- 12-08060 Mod 3 - signed (PDF)
- Complete Lake County Contract 12-08060 (PDF)
- Holly Hill revised SCBA quote (PDF)



LAKE COUNTY FLORIDA

MODIFICATION OF CONTRACT

1. Modification No.: 3 Effective Date: July 1, 2015	2. Contract No.: 12-0806O Effective Date: June 12, 2012
3. Contracting Officer: Donna Villinis Telephone Number: (352) 343-9765	5. Contractor Name and Address: Ten-8 Fire Equipment Inc. 2904 59 th Avenue Drive East Bradenton FL 34203 Attn: Monte Sims
4. Issued By: Procurement Services Lake County Administration Building 315 W. Main St., Suite 441 Tavares, Florida 32778-7800	
6. SPECIAL INSTRUCTIONS: Contractor is required to sign Block 8 showing acceptance of the below written modification and <u>return this form to address shown in Block 4 within ten (10) days after receipt</u> , preferably by certified mail to ensure a system of positive receipts. Retain a photocopy of the signed copy of this modification and attach to original of contract, which was previously provided.	
7. DESCRIPTION OF MODIFICATION: Contract modification to extend contract one (1) year, expiring June 30, 2016.	
8. Contractor's Signature REQUIRED Name: <u>Finley Leader</u> Title: <u>INSIDE SALES REPRESENTATIVE</u> Date: <u>2/17/2015</u>	9. Lake County, Florida By: <u>[Signature]</u> Senior Contracting Officer <u>2-17-2015</u> Date
10. Distribution: Original: Bid File No. 12-0806 Cc: Vendor, Department	

FISCAL AND ADMINISTRATIVE SERVICES/PROCUREMENT SERVICES
P.O. BOX 7800 • 315 W. MAIN ST., TAVARES, FL 32778 • P 352.343.9839 • F 352.343.9473
Board of County Commissioners • www.lakecountyfl.gov

TIMOTHY I. SULLIVAN
District 1

SEAN M. PARKS, AICP, QCP
District 2

JIMMY CONNER
District 3

LESLIE CAMPIONE
District 4

WELTON G. CADWELL
District 5



LAKE COUNTY FLORIDA

MODIFICATION OF CONTRACT

1. Modification No.: 2 Effective Date: July 1, 2014	2. Contract No.: 12-08060 Effective Date: June 12, 2012
3. Contracting Officer: Donna Villinis Telephone Number: (352) 343-9765	5. Contractor Name and Address: Ten-8 Fire Equipment Inc. 2904 59 th Avenue Drive East Bradenton FL 34203 Attn: Monte Sims
4. Issued By: Procurement Services Lake County Administration Building 315 W. Main St., Suite 441 Tavares, Florida 32778-7800	
6. SPECIAL INSTRUCTIONS: Contractor is required to sign Block 8 showing acceptance of the below written modification and <u>return this form to address shown in Block 4 within ten (10) days after receipt</u> , preferably by certified mail to ensure a system of positive receipts. Retain a photocopy of the signed copy of this modification and attach to original of contract, which was previously provided.	
7. DESCRIPTION OF MODIFICATION: Contract modification to extend contract one (1) year, expiring June 30, 2015.	
8. Contractor's Signature REQUIRED Name: <u>Monte Sims</u> Title: <u>INSIDE SALES REPRESENTATIVE</u> Date: <u>2/21/2014</u>	9. Lake County, Florida By: <u>[Signature]</u> Senior Contracting Officer <u>2-21-2014</u> Date
10. Distribution: Original: Bid File No. 12-0806 Cc: Vendor	

FISCAL AND ADMINISTRATIVE SERVICES/PROCUREMENT SERVICES
P.O. BOX 7800 • 315 W. MAIN ST., TAVARES, FL 32778 • P 352 343 9839 • F 352 343 9473
Board of County Commissioners • www.lakecountyfl.gov

TIMOTHY L. SULLIVAN
District 1

SIÂN M. PARKS, ALP 011
District 2

JIMMY CONNER
District 3

HEATH CAMPIONI
District 4

WELTON G. CADWELL
District 5



MODIFICATION OF CONTRACT

1. Modification No.: 1 Effective Date: June 12, 2013	2. Contract No.: 12-0806O Effective Date: June 12, 2012
3. Contracting Officer: Barnett Schwartzman Telephone Number: (352) 343-9424	5. Contractor Name and Address: Ten-8 Fire Equipment, Inc. 2904 59th Ave. Drive East Bradenton, Florida 34203 Attn: Monte Sims, Sales Rep.
4. Issued By: Procurement Services Lake County Administration Building 315 W. Main St., Suite 441 Tavares, Florida 32778-7800	
6. SPECIAL INSTRUCTIONS: Contractor is required to sign Block 8 showing acceptance of the below written modification and <u>return this form to address shown in Block 4 within ten (10) days after receipt</u> , preferably by certified mail to ensure a system of positive receipts. Retain a photocopy of the signed copy of this modification and attach to original of contract, which was previously provided.	
7. DESCRIPTION OF MODIFICATION: Contract modification to extend one (1) year expiring June 30, 2014.	
8. Contractor's Signature REQUIRED Name: <u>Fritz Leadn</u> Title: <u>INSIDE SALES REPRESENTATIVE</u> Date: <u>MAY 2, 2013</u>	9. Lake County, Florida By: <u>Donna Williams</u> Procurement Services Manager Senior Contracting Officer <u>5-2-2013</u> Date
10. Distribution: Original - Bid No. 12-0806O Copies - Contractor Contracting Officer	

FISCAL AND ADMINISTRATIVE SERVICES/PROCUREMENT SERVICES
P.O. BOX 7800 • 315 W. MAIN ST., TAVARES, FL 32778 • P 352 343 9839 • F 352 343 9473
Board of County Commissioners • www.lakecountyfl.gov

TIMOTHY J. SULLIVAN
District 1

STAN M. PARKS, III
District 2

JIMMY CONNER
District 3

LESLIE CAMPIONE
District 4

WILLIAM G. CADWELL
District 5

Attachment: Complete Lake County Contract 12-08060 (1213 : Fire Department Breathing Apparatus Purchase)



CONTRACT NO. 12-08060

For Fire Equipment and Supplies

LAKE COUNTY, FLORIDA, a political subdivision of the state of Florida, its successors and assigns through its Board of County Commissioners (hereinafter "County") does hereby accept, with noted modifications, if any, the Bid of Ten-8 Fire Equipment, Inc. (hereinafter "Contractor") to supply Fire Equipment and Supplies to the County pursuant to County Proposal Number **12-0806** (hereinafter "ITB"), -closing dated March 21, 2012 and Contractor's March 19, 2012 ITB response thereto with all County ITB provisions governing.

Special Clauses:

Public Records

All electronic files, audio and/or video recordings, and all papers pertaining to any activity performed by the CONTRACTOR for or on behalf of the COUNTY shall be the property of the COUNTY and will be turned over to the COUNTY upon request. In accordance with Chapter 119, Florida Statutes, each file and all papers pertaining to any activities performed for or on behalf of the COUNTY are public records available for inspection by any person even if the file or paper resides in the CONTRACTOR's office or facility. The CONTRACTOR shall maintain the files and papers for not less than three (3) complete calendar years after the project has been completed or terminated, or in accordance with any grant requirements, whichever is longer. Prior to the close out of the Contract, the CONTRACTOR shall appoint a records custodian to handle any records request and provide the custodian's name and telephone number(s) to the COUNTY.

Prohibition against Contingent Fees

The CONTRACTOR warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR to solicit or secure this Contract and that they have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONTRACTOR, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Contract.

This Contract shall be binding upon and shall inure to the benefit of each of the parties and of their respective successors and permitted assigns.

This Contract may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto.

The failure of any party hereto at any time to enforce any of the provisions of this Contract will in no way constitute or be construed as a waiver of such provision or of any other provision hereof, nor in any way affect the validity of, or the right thereafter to enforce, each and every provision of this Contract.

During the term of this Contract the CONTRACTOR assures the COUNTY that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that the CONTRACTOR does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discrimination in any form or manner against the CONTRACTOR employees or applicants for employment. The CONTRACTOR understands and agrees that this Contract is conditioned upon the veracity of this statement of assurance.

A copy of the Contractor's signed Proposal is attached hereto and incorporated herein, thus making it a part of this Contract except that any items not awarded have been struck through. The attachments noted below (if any) are attached hereto and are also made a part of this Contract.

No financial obligation shall accrue against the County until Contractor shall make delivery pursuant to order of the County Procurement Services Director.

The County's Procurement Services Director shall be the sole judge as to the fact of the fulfillment of this Contract, and upon any breach thereof, shall, at his or her option, declare this contract terminated, and for any loss or damage by reason of such breach, whether this Contract is terminated or not, said Contractor and their surety for any required bond shall be liable.

This Contract is effective from **June 12, 2012** through **June 30, 2013** except the County reserves the right to terminate this Contract immediately for cause and/or lack of funds and with thirty (30) day written notice for the convenience of the County. This Contract provides for two (2) one (1) year renewals at Lake County's sole option at the terms noted in the Bid.

Any and all modifications to this Contract must be in writing signed by the County's Procurement Services Director.

LAKE COUNTY, FLORIDA

By: Roseann Johnson
Senior Contracting Officer

Date: June 26, 2012

Distribution: Original-Bid File
Copy-Contractor
Copy-Public Safety

Attachment: Complete Lake County Contract 12-08060 (1213 : Fire Department Breathing Apparatus Purchase)



INVITATION TO BID (ITB)

FIRE EQUIPMENT AND SUPPLIES

ITB Number: 12-0806 Contracting Officer: Roseann Johnson
 Bid Due Date: March 21, 2012 Pre-Bid Conf. Date: Not applicable
 Bid Due Time: 3:00 pm ITB Issue Date: February 16, 2012

TABLE OF CONTENTS

SECTION 1: Special Terms and Conditions	Pages 2-16
SECTION 2: Statement of Work	Pages 17-18
SECTION 3: General Terms and Conditions	Pages 19-22
SECTION 4: Pricing/Certifications/Signatures	Pages 23-91
SECTION 5: Attachments	Pages 92-93

SPECIFIC SOLICITATION REQUIREMENTS ARE AS NOTED BELOW:

Proposal and/or Performance Bond:	Not applicable to this ITB
Certificate of Competency/License:	Not applicable to this ITB
Indemnification/Insurance:	See Section 1.8
Pre-Bid Conference/Walk-Thru:	Not applicable to this ITB

At the date and time specified above, all bids that have been received in a timely manner will be opened, recorded, and accepted for consideration. The names of the bidders submitting bids will be read aloud and recorded. The bids will be available for inspection during normal business hours in the Office of Procurement Services thirty (30) calendar days after the official bid due date. When countersigned by an authorized County representative, this document and any specifically identified attachments may form the contract document binding the parties to all performance specified herein.

Vendors shall complete and return the entirety of this ITB Document, and attach all other information requested in this ITB document (See Provision 1.13). Failure to sign the bid response, or to submit the bid response by the specified time and date, may be cause for rejection of the bid.

NO-RESPONSE REPLY

If any vendor does not want to respond to this solicitation at this time, or, would like to be removed from Lake County's Vendor List, please mark the appropriate space, complete name below and return this page only.

- ☐ Not interested at this time; keep our firm on Lake County's Vendors List for future solicitations for this product / service.
- ☐ Please remove our firm from Lake County's Vendor's List for this product / service.

VENDOR IDENTIFICATION

Company Name: TEN-8 FIRE EQUIPMENT, INC. Phone Number: (800)228-8368
 E-mail Address: msims7@verizon.net Contact Person: [Signature]

SECTION 1 – SPECIAL TERMS AND CONDITIONS

ITB Number: 12-0806

Section 1.1: Purpose

The purpose of this solicitation is to establish a term and supply contract for the purchase of equipment, supplies and services as needed for the Department of Public Safety, Fire Services Division and the Fleet Division in conjunction with the County's needs.

This is an indefinite quantity contract with no guarantee goods or services will be required. The County does not guarantee a minimum or maximum dollar amount to be expended on any contract(s) resulting from this Invitation to Bid.

Section 1.2: Designated Procurement Representative

Questions concerning any portion of this solicitation shall be directed in writing [fax and e-mail accepted] to the below named individual who shall be the official point of contact for this solicitation. To ensure reply, questions should be submitted no later than five (5) working days before the bid due date.

Roseann Johnson, CPPB, Senior Contracting Officer
Lake County BCC
Office of Procurement Services
315 W. Main Street, Room 441
PO BOX 7800
Tavares, FL 32778-7800

Phone : 352.343.9839
Fax : 352.343.9473
E-mail: rjohnson@lakecountyfl.gov

No answers given in response to questions submitted shall be binding upon this solicitation unless released in writing as an addendum to the solicitation by the Lake County Office of Procurement Services.

Section 1.3: Method of Award in the County's Best Interests

As the best interest of the County may require, the County reserves the right to make award(s) by individual item, group of items, all or none, or a combination thereof; with one or more suppliers; to reject any and all offers or waive any minor irregularity or technicality in bids received.

A primary, secondary and third vendor may be awarded contracts per line item. The Department of Public Safety may require special quotes and contact all vendors under contract if discounts and pricing structures are equal or if stocking issues are concerns.

Section 1.4: Pre-Bid Conference / Site Visits

Not applicable to this solicitation

SECTION 1 – SPECIAL TERMS AND CONDITIONS

ITB Number: 12-0806

Section 1.5: Term of Contract – Twelve (12) Months

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter distributed by the County's Office of Procurement Services; and contingent upon the completion and submittal of all required pre-award documents. The initial contract term shall remain in effect for twelve (12) months, and then the contract will remain in effect until completion of the expressed and/or implied warranty period. The contract prices resultant from this solicitation shall prevail for the full duration of the initial contract term unless otherwise indicated elsewhere in this document.

Section 1.6: Option to Renew for four (4) Additional One (1) Year Period(s) (With Manufacturers Price Adjustment)

Prior to, or upon completion, of the initial term of the contract, the County shall have the option to renew this contract for four (4) additional one (1) year period(s). Prior to completion of each exercised contract term, the County will consider adjustment to price based on an applicable Manufacturers Price Increase evidenced by appropriate manufacturer documentation submitted to the County by the vendor in a timely manner.

It is the vendor's responsibility to request any pricing adjustment in writing under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's written request for adjustment shall be submitted prior to expiration of the then current contract term. The vendor adjustment request must clearly substantiate the requested increase. If no written adjustment request is received from the vendor, the County will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period shall not be considered.

Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the bidder. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

Section 1.7: Method of Payment - Periodic Invoices For Completed Purchases

The vendor(s) shall submit invoices to the County user department(s) after each individual purchase has been completed. In addition to the general invoice requirements set forth below, the invoices shall reference, as applicable, the corresponding delivery ticket number, packing slip number, or other acceptance document that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the goods or services. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the contract and/or purchase order number, date and location of delivery or service, and confirmation of acceptance of the goods or services by the appropriate County representative. Failure to submit invoices in the prescribed manner will delay payment,

SECTION 1 – SPECIAL TERMS AND CONDITIONS

ITB Number: 12-0806

and the vendor may be considered in default of contract and its contract may be terminated. Payments shall be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes.

Section 1.8: Insurance

Each vendor shall include in its solicitation response package proof of insurance capabilities, including but not limited to, the following requirements: [This does not mean that the vendor must have the coverage prior to submittal, but, that the coverage must be in effect prior to a purchase order or contract being executed by the County.]

An original certificate of insurance, indicating that the awarded vendor has coverage in accordance with the requirements of this section, shall be furnished by the vendor to the Contracting Officer within five (5) working days of such request and must be received and accepted by the County prior to contract execution and/or before any work begins.

The vendor shall provide and maintain at all times during the term of any contract, without cost or expense to the County, policies of insurance, with a company or companies authorized to do business in the State of Florida, and which are acceptable to the County, insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the vendor under the terms and provisions of the contract. The vendor is responsible for timely provision of certificate(s) of insurance to the County at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

Such policies of insurance, and confirming certificates of insurance, shall insure the vendor is in accordance with the following minimum limits:

General Liability insurance on forms no more restrictive than the latest edition of the Occurrence Form Commercial General Liability policy (CG 00 01) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$1,000,000/2,000,000
Products-Completed Operations	\$2,000,000
Personal & Adv. Injury	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Contractual Liability	Included

Automobile liability insurance, including owned, non-owned, and hired autos with the following minimum limits and coverage:

Combined Single Limit	\$1,000,000
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Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and/or any other applicable law

SECTION 1 – SPECIAL TERMS AND CONDITIONS

ITB Number: 12-0806

requiring workers' compensation (Federal, maritime, etc). If not required by law to maintain workers compensation insurance, the vendor must provide a notarized statement that if he or she is injured; he or she will not hold the County responsible for any payment or compensation.

Employers Liability insurance with the following minimum limits and coverage:

Each Accident	\$1,000,000
Disease-Each Employee	\$1,000,000
Disease-Policy Limit	\$1,000,000

Professional liability and/or specialty insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) insurance as applicable, with minimum limits of \$1,000,000 and annual aggregate of \$2,000,000.

The following additional coverage must be provided if a dollar value is inserted below:

Loss of Use at coverage value: \$ _____
 Garage Keepers Liability at coverage value: \$ _____

Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners, shall be named as additional insured as their interest may appear on all applicable liability insurance policies.

The certificate(s) of insurance shall provide for a minimum of thirty (30) days prior written notice to the County of any change, cancellation, or nonrenewal of the provided insurance. It is the vendor's specific responsibility to ensure that any such notice is provided within the stated timeframe to the certificate holder.

If it is not possible for the Vendor to certify compliance, on the certificate of insurance, with all of the above requirements, then the Vendor is required to provide a copy of the actual policy endorsement(s) providing the required coverage and notification provisions.

Certificate(s) of insurance shall identify the applicable solicitation (ITB/RFP/RFQ) number in the Description of Operations section of the Certificate.

Certificate holder shall be:

LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF
 FLORIDA, AND THE BOARD OF COUNTY COMMISSIONERS.
 P.O. BOX 7800
 TAVARES, FL 32778-7800

Certificates of insurance shall evidence a waiver of subrogation in favor of the County, that coverage shall be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium payment by the County.

SECTION 1 – SPECIAL TERMS AND CONDITIONS

ITB Number: 12-0806

The Vendor shall be responsible for subcontractors and their insurance. Subcontractors are to provide certificates of insurance to the prime vendor evidencing coverage and terms in accordance with the Vendor's requirements.

All self-insured retentions shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, the insurer shall reduce or eliminate such self-insured retentions or the vendor or subcontractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

The County shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the vendor and/or subcontractor providing such insurance.

Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

Neither approval by the County of any insurance supplied by the vendor or Subcontractor(s), nor a failure to disapprove that insurance, shall relieve the vendor or Subcontractor(s) of full responsibility for liability, damages, and accidents as set forth herein.

Section 1.9: Bonding Requirements

Not applicable to this solicitation

Section 1.10: Completion of Work From Date Of Purchase Order

The vendor shall state in its offer the number of calendar days from the date of the purchase order in which it will guarantee to complete the work. Time for completion may be considered a factor in determining the successful vendor if so stipulated in Section 1.3 entitled "Method of Award". Deliveries shall be made within ten (10) working days on orders for stock. Deliveries for emergency orders shall be within forty-eight (48) hours. No stock deliveries will be accepted on Saturdays, Sundays, or County Holidays.

All work shall be performed in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the vendor(s), except in such cases where the completion date will be delayed due to acts of God, strikes, or other causes beyond the control of the vendor. In these cases, the vendor shall notify the County of the delays in advance of the original completion so that a revised delivery schedule can be appropriately considered by the County.

Should the vendor(s) to whom the contract(s) is awarded fail to complete the work within the number of days stated in its offer, or the "not-to-exceed" timeframe cited above, it is hereby agreed and understood that the County reserves the authority to cancel the contract with the vendor and to secure the services of another vendor to complete the work. If the County exercises this authority, the County shall be responsible for reimbursing the vendor for work which was completed and found acceptable to the County in accordance with the contract

SECTION 1 – SPECIAL TERMS AND CONDITIONS

ITB Number: 12-0806

specifications. The County may, at its option, demand payment from the vendor, through an invoice or credit memo, for any additional costs over and beyond the original contract price which were incurred by the County as a result of having to secure the services of another vendor. If the incumbent vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

Section 1.10.1: Shipping Terms, F.O.B. Destination- Inside Delivery

The F.O.B. point for any product ordered as a result of this solicitation shall be **F.O.B.: DESTINATION – INSIDE DELIVERY**. The title for each item will pass from the contractor to the County only after the County receives AND accepts each item. Delivery will not be complete until the County has accepted each item. Delivery to a common carrier shall not constitute delivery to the County. Any transportation dispute shall be between the contractor and the carrier. The County will not consider any bid or proposal showing a F.O.B. point other than F.O.B.: Destination – Inside Delivery.

Section 1.11: Acceptance of Goods or Services

The product(s) delivered as a result of an award from this solicitation shall remain the property of the contractor, and services rendered under the contract will not be deemed complete, until a physical inspection and actual usage of the product(s) and/or service(s) is (are) accepted by the County and shall be in compliance with the terms herein, fully in accord with the specifications and of the highest quality.

Any goods and/or services purchased as a result of this solicitation and/or contract may be tested/inspected for compliance with specifications. In the event that any aspect of the goods or services provided is found to be defective or does not conform to the specifications, the County reserves the right to terminate the contract or initiate corrective action on the part of the vendor, to include return of any non-compliant goods to the vendor at the vendor's expense, requiring the vendor to either provide a direct replacement for the item, or a full credit for the returned item. The vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause. The County will not be responsible to pay for any product or service that does not conform to the contract specifications.

In addition, any defective product or service or any product or service not delivered or performed by the date specified in the purchase order or contract, may be procured by the County on the open market, and any increase in cost may be charged against the awarded contractor. Any cost incurred by the County in any re-procurement plus any increased product or service cost shall be withheld from any monies owed to the contractor by the County for any contract or financial obligation.

Section 1.11.1: Deficiencies in Work to be Corrected by the Vendor

The vendor shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within ten (10) calendar days after such rejected defects,

SECTION 1 – SPECIAL TERMS AND CONDITIONS

ITB Number: 12-0806

deficiencies, and/or non-conformances are verbally reported to the vendor by the County's project administrator, who may confirm all such verbal reports in writing. The vendor shall bear all costs of correcting such rejected work. If the vendor fails to correct the work within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within ten (10) calendar days of receipt of the notice. If the vendor fails to correct the work within the period specified in the notice, the County shall place the vendor in default, obtain the services of another vendor to correct the deficiencies, and charge the incumbent vendor for these costs, either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

Section 1.12: Warranty

The vendor agrees that, unless expressly stated otherwise in the bid or proposal, the product and/or service furnished as a result of an award from this solicitation shall be covered by the most favorable commercial warranty the vendor gives to any customer for comparable quantities of products and/or services and the rights and remedies provided herein are in addition to said warranty and do not limit any right afforded to the County by any other provision of this solicitation.

The vendor hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the vendor in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose.

Section 1.13 Deliveries and Completion of Solicitation Response

Section 1.13.1: Delivery of Solicitation Response

Unless a package is delivered by the vendor in person, all incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (FedEx, UPS, DHL, private courier, etc.) will be opened for security and contamination inspection by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site secure controlled facility prior to delivery to any Lake County Government facility, which includes the Lake County Office of Procurement Services.

To be considered for award, a bid or proposal must be received and accepted in the Office of Procurement Services prior to the date and time established within the solicitation. A response will not be considered for award if received in the Office of Procurement Services after the official due date and time regardless of when or how it was received by the Lake County Clerk of Court Mail Receiving Center. Allow sufficient time for transportation and inspection.

Each package shall be clearly marked with the applicable solicitation number, title, and company name. Ensure that your bid or proposal is securely sealed in an opaque envelope/package to provide confidentiality of the bid or proposal prior to the due date stated in the solicitation.

SECTION 1 – SPECIAL TERMS AND CONDITIONS

ITB Number: 12-0806

If you plan on submitting your bid or proposal **IN PERSON**, please bring it to:

LAKE COUNTY PROCUREMENT SERVICES
315 W. MAIN STREET
4TH FLOOR, ROOM 441
TAVARES, FLORIDA

If you submit your bid or proposal by the **UNITED STATES POSTAL SERVICE (USPS)**, please mail it to:

LAKE COUNTY PROCUREMENT SERVICES
PO BOX 7800
TAVARES, FL 32778-7800

If you submit your bid or proposal by a **THIRD PARTY CARRIER** such as FedEx, UPS, or a private courier, please send it to:

LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER
32400 COUNTY ROAD 473
LEESBURG, FL 34788

Facsimile (fax) or electronic submissions (e-mail) will not be accepted.

Section 1.13.2: Completion Requirements for Invitation to Bid

Two (2) signed original bids and three (3) complete copies of the bid submitted by the vendor shall be sealed and delivered to the Office of Procurement Services no later than the official bid due date and time. Any bid received after this time will not be considered and will be returned unopened to the submitter. The County is not liable or responsible for any costs incurred by any Bidder in responding to this ITB including, without limitation, costs for product and/or service demonstrations if requested.

When you submit your bid, you are making a binding offer to the County and are agreeing to all of the terms and conditions in this Invitation to Bid. Use only the form(s) provided in this document. If you make any change to the content or format of any form, the County may disqualify your offer. All information shall be legible and either written in ink or typewritten. If you make a correction or change on any document, the person signing the bid proposal must initial the change. The bid shall be manually signed in **BLUE INK** by an official authorized to legally bind the Bidder to its provisions.

COMPLETION OF BID PACKAGE: The vendor shall complete all required entries in Section 4 of the bid form such as, but not limited to, pricing pages, signature, certifications, references, and acknowledgement of any solicitation addenda. The vendor shall submit the entire solicitation with all Section 4 entries completed in the number of copies specified to the address specified in this solicitation. The vendor shall also submit any supporting documents (to include

SECTION 1 – SPECIAL TERMS AND CONDITIONS

ITB Number: 12-0806

proof of insurability and provision of bid bonds as required), samples, and/or descriptive literature required by any of the provisions in Section 2 of the solicitation in a separate sealed envelope / package marked "Literature for Bid (Number)." Do not indicate bid prices on literature.

Specific Completion Directions:

- Pricing shall be completed as directed within Section 4.
- Initial and date in **BLUE INK** the appropriate space(s) for each addendum you received for this ITB.
- Insert any prompt payment discount that you will offer. Note payment is NET 30 DAYS otherwise.
- Complete all certifications included within Section 4 of the solicitation.
- Complete the reference information sheets (include at least three references) contained within the solicitation.
- Complete the vendor information, and sign the bid (IN BLUE INK) in the spaces provided in Section 4 of the solicitation.
- If insurance is required, submit either a certificate of insurance, or evidence of insurability, that is in compliance with the stated insurance requirements.

Section 1.14: Availability of Contract to Other County Departments

Although this solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the vendor(s) at the contract price(s) established herein. Under these circumstances, a contract modification shall be issued by the County identifying the requirements of the additional County department(s).

Section 1.15: Business Hours of Operations

No work shall be done on Saturday, Sunday, or on any days between the hours of 5:01 P.M. and 7:59 A.M. except when such work is necessary for the proper care and protection of the work already performed, and when permission to do such work is secured from the County Department representative. No overtime work shall be started without prior approval of the immediate project manager or his/her designated representative.

Section 1.16: Compliance with Federal Standards

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

SECTION 1 – SPECIAL TERMS AND CONDITIONS

ITB Number: 12-0806

Section 1.17: Demonstration of Equipment May Be Required During Evaluation

After receipt of offers by the County, the vendors may be required to demonstrate their specifically offered equipment to cognizant County personnel, at no separate cost. The purpose of this demonstration is to observe the equipment in an operational environment and to verify its capability, suitability, and adaptability in conjunction with the performance requirements stipulated in this solicitation. If a demonstration is required, the County will notify the vendor of such in writing and will specify the date, time and location of the demonstration. If the vendor fails to perform the demonstration on the specified date stipulated in the notice, the County may elect to reject that vendor's offer, or to re-schedule the demonstration, whichever action is determined to be in the best interests of the County. The County shall be the sole judge of the acceptability of the equipment in conformance with the specifications and its decision shall be final.

The equipment used for the demonstration shall be the same as the manufacturer's model identified in the vendor's offer. Accordingly, the equipment used in the demonstration shall create an express warranty that the actual equipment to be provided by the vendor during the contract period shall conform to the equipment used in the demonstration. The vendor shall be required to provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the contract.

Section 1.18: "Equal" Product Can be Considered

If a product or service requested by this ITB has been identified in the specifications by a brand name, and has not been notated as a "No Substitute" item, such identification is intended to be descriptive and not restrictive, and is to indicate the quality and characteristics of product or service that will be acceptable. Vendors offering an alternate product will be considered for award if such product is clearly identified in the bid or proposal and is determined by the County to fully meet the salient characteristic requirements listed in the specifications. An alternate product will not be considered for any item notated "No Substitute".

Unless the vendor clearly indicates in its bid or proposal that it is proposing an alternate product, the bid or proposal shall be considered as offering the same brand name referenced in the specifications.

If the vendor proposes to furnish an alternate product or service, the brand name of the product or service to be furnished shall be clearly identified. The evaluation of the bid or proposal and the determination as to acceptability of the alternate product or service shall be the responsibility of the County and will be based upon information furnished by the vendor. The County will not be responsible for locating or securing any information which is not included in the bid or proposal. To ensure that sufficient information is available, the vendor shall furnish as part of the bid or proposal all descriptive material necessary for the County to determine whether the product offered meets the salient characteristics required by the specifications. Failure to do so may be considered a material deviation supportive of rejection of the bid.

SECTION 1 – SPECIAL TERMS AND CONDITIONS

ITB Number: 12-0806

Section 1.19: Furnish and Install Requirements

The specifications and/or statement of work contained within this solicitation describe the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications and/or statement of work shall not relieve the bidder from furnishing, installing or performing such work where required for the satisfactory completion of the project. The vendor shall also be required to provide adequate general user training to County personnel on the appropriate use of the materials or products as and if necessary.

Section 1.20: Labor, Materials, and Equipment Shall be Supplied by the Vendor

Unless otherwise stated in this solicitation the vendor shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

Section 1.21: Patents and Royalties

A. The Contractor, without exception, shall indemnify and hold harmless the County, its employees and officers from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or un-patented invention, process or article provided by the Contractor. The Contractor has no liability when such claim is solely and exclusively due to the combination, operation, or use of any article supplied hereunder with equipment or data not supplied by the Contractor or is based solely and exclusively upon the County's alteration of the article. The County will provide prompt written notification of a claim of copyright or patent infringement.

B. Further, if such a claim is made or is pending, the Contractor may, at its option and expense, procure for the County the right to continue use of, replace or modify the article to render it non-infringing. (If none of the alternatives are reasonably available, the County agrees to return the article on request to the contractor and receive full reimbursement of all monies paid to the Contractor). If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid proposal price(s) include all royalties and/or costs arising from the use of such design, device or materials in any way involved in the work.

C. The Contractor will defend, at its own expense, any action brought against the County to the extent that it is based on a claim that the article supplied by the Contractor under the contract infringes a patent, industrial design, or any other similar right, and the Contractor will pay any costs and damages finally awarded against the County in any such action, where they are attributable to any such claim, but such defense and payments are conditional on the following:

- the Contractor will be notified promptly in writing by the County of any notice of such claim received by the County, and

SECTION 1 – SPECIAL TERMS AND CONDITIONS

ITB Number: 12-0806

- the Contractor will have the sole control of the defense of any action or such claims, and all negotiations for its settlement or compromise.

Section 1.22: Protection of Property

All existing structures, utilities, services, roads, trees, shrubbery, and property in which the County has an interest shall be protected against damage or interrupted services at all times by the vendor during the term of this contract; and the vendor shall be held responsible for repairing or replacing property to the satisfaction of the County which is damaged by reason of the vendor's operation on the property. In the event the vendor fails to comply with these requirements, the County reserves the right to secure the required services and charge the costs of such services back to the vendor.

Section 1.23: Public Records/ Copyrights

All electronic files, audio and/or video recordings, and all papers pertaining to any activity performed by the contractor for or on behalf of the County shall be the property of the County and will be turned over to the County upon request. In accordance with Chapter 119, Florida Statutes, each file and all papers pertaining to any activities performed for or on behalf of the County are public records available for inspection by any person even if the file or paper resides in the contractor's office or facility. The vendor shall maintain the files and papers for not less than three (3) complete calendar years after the project has been completed or terminated, or in accordance with any grant requirements, whichever is longer. Prior to the close out of the contract, the contractor shall appoint a records custodian to handle any records request and provide the custodian's name and telephone number(s) to the Contracting Officer.

Any copyright derived from any agreement derived from this solicitation shall belong to the author. The author and the contractor shall expressly assign to the County nonexclusive, royalty free rights to use any and all information provided by the contractor in any deliverable and/or report for the County's use which may include publishing in County documents and distribution as the County deems to be in the County's best interests. If anything included in any deliverable limits the rights of the County to use the information, the deliverable shall be considered defective and not acceptable and the contractor will not be eligible for any compensation.

Section 1.24: Recycled Materials Required

This solicitation calls for the purchase of items that specify and require a stated degree of recycled material content. Vendors are required to submit, with their initial offer, a written certification attesting that the products or items offered by the vendor contain the minimum percentage of post-consumer recovered material as defined by the United States Environmental Protection Agency (EPA), or, for commodities not so covered, the minimum percentage of post-consumer recovered materials established by other cognizant regulatory agencies.

Recycling definitions:

For purposes of this solicitation, the following definitions shall apply:

SECTION 1 – SPECIAL TERMS AND CONDITIONS

ITB Number: 12-0806

- a. **"Recovered Materials"** shall be defined as any waste material or by-products that have been recovered or diverted from solid waste.
- b. **"Recycled Product"** shall be defined as any product which is in whole or in part composed of recovered materials.
- c. **"Recyclable Product"** shall be defined as the ability of a product and its packaging to be reused, reconditioned for use, or recycled through existing recycling collection programs.
- d. **"Waste Reducing Products"** shall be defined as any product which will result in less waste generated due to its use rather than another product designed to serve the same function with a greater waste generation rate. This shall include, but not be limited to, those products that can be reused, refilled or have a longer life expectancy and contain a lesser amount of toxic constituents.

Section 1.25: Risk of Loss

The vendor assumes the risk of loss of damage to the County's property during possession of such property by the vendor, and until delivery to, and acceptance of, that property to the County. The vendor shall immediately repair, replace or make good on the loss or damage without cost to the County, whether the loss or damage results from acts or omissions (negligent or not) of the vendor or a third party.

The vendor shall indemnify and hold the County harmless from any and all claims, liability, losses and causes of action which may arise out of the fulfillment of this contract. The vendor shall pay all claims and losses of any nature whatsoever in connection therewith, and shall defend all suits, in the name of the County when applicable, and shall pay all costs and judgments which may issue thereon.

Section 1.26: Special Notice to Vendors Regarding Federal and/or State Requirements

Some purchase actions may be supported in whole or in part by Federal and/or State funding. Therefore, this solicitation and any resulting contract include provisions related to various specific federal and/or state requirements. All such clauses shall be considered and treated as "flow-down" clauses that shall be considered applicable to any prime contract and any subcontract associated with performance under the contract(s) resulting from this solicitation. Detailed review of all terms and conditions included in this solicitation is strongly encouraged to ensure that full compliance with all contractual requirements is considered during the solicitation response process, and throughout performance under the contract, at prime contractor and subcontractor levels. Upon award of a contract resulting from this solicitation, the vendor shall utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing use of the system to confirm the employment eligibility of:

1. All persons employed by the vendor during the term of the contract to perform employment duties within Lake County; and
2. All persons, including subcontractors, assigned by the vendor to perform work pursuant to the contract.

For any construction contract supported by state funding, the vendor shall give preference to the

SECTION 1 – SPECIAL TERMS AND CONDITIONS

ITB Number: 12-0806

employment of state residents in the performance of the work on the project if state residents have substantially equal qualifications to those of nonresidents. The term “substantially equal qualifications” refers to a situation wherein the vendor cannot make a reasonable determination that the qualifications held by one person are better than the qualifications of another person. A vendor required to employ state residents must contact the Department of Economic Opportunity to post the contractor's employment needs in the state's job bank system.

Section 1.27 Catalogs

The vendor shall submit two (2) copies of the current manufacturer's price list(s) and catalog(s) with the initial offer. Note: CD's and/or thumb drives are preferred. Failure to meet this requirement may result in your offer being rejected. These documents shall be in effect at the commencement of the contract and shall remain in effect for the life of the contract; unless price escalations are specifically allowable in accordance with this contract. Discounts offered will be evaluated against these price lists and catalogs in order to determine the vendor to whom award may be made pursuant to Section 1.3 herein entitled “Method of Award”.

Upon request, the vendor shall provide additional sets of the manufacturer's product catalogs and price lists at no additional cost to the County.

Section 1.28 Hourly Rates

The hourly rate quoted shall be deemed to provide full compensation to the vendor for labor, equipment use, travel time, and any other element of cost or price. This rate is assumed to be at straight-time for all labor, except as otherwise noted. The vendor shall comply with minimum wage standards, and/or any other wage standards specifically set forth in this solicitation and resultant contract, and any other applicable laws of the State of Florida. If overtime is allowable under this contract, it will be covered under a separate item in the special clauses.

Section 1.29 Wage Rates

Under this contract, the wage rate paid to all laborers, mechanics and apprentices employed by the vendor for the work under the contract, shall not be less than the prevailing wage rates for similar classifications of work as established by the Federal Government and enforced by the U.S. Department of Labor, Wages and Hours Division, and Florida's Minimum Wage requirements in Article X, Section 24 (f) of the Florida Constitution and enforced by the Florida Legislature by statute or the state Agency For Workforce Innovation by rule, whichever is higher.

Section 1.30 Additional Brands may be Added

Although this solicitation and resultant contract identifies specific brands to be purchased, it is hereby understood and agreed that additional brands for the same basic item may be added to this contract at the option of the County. If the pricing proposed by the vendor for the additional brands is considered to be fair and reasonable, then award may be made to the vendor through the issuance of a modification to the contract.

SECTION 1 – SPECIAL TERMS AND CONDITIONS

ITB Number: 12-0806

The incumbent vendor(s) has/have no exclusive right to provide these additional brand(s). The County may determine to obtain similarly structured pricing inputs from other vendors in response to situations where incumbent vendors do not provide for fair and reasonable pricing or for other reasons at the County's sole discretion.

Section 1.31 Repair and Parts Manuals to be Provided

The vendor shall supply the County with a minimum of one (1) comprehensive repair and parts manual which identify the component parts, and which describe the appropriate process for repairing the equipment purchased by the County in conjunction with this solicitation. The manuals shall be supplied prior to, or upon, delivery of the equipment. Final payment shall be withheld until such time as these manuals are received by the County.

Section 1.32 Rebates and Special Promotions

All rebates and special promotions offered by a manufacturer during the term of the contract shall be passed on by the vendor(s) to the County. It shall be the responsibility of the vendor to notify the County of such rebates and/or special promotions during the contract period.

Special promotions shall be offered by the vendor(s) to the County provided that the new price charged for the item(s) is lower than would otherwise be available through the contract. It is understood that these special promotions may be of a limited duration. At the end of such promotion, the standard contract price shall prevail.

Section 1.33 Training Courses to be Provided

The vendor shall provide an intensive training program to County employees regarding the use of the products or services supplied by the vendor in conjunction with this solicitation. The vendor shall bear all costs of registration fees and manuals and texts, or other instructional materials associated with the required training.

Section 1.34 Training Manuals to be Provided

The vendor shall supply the county with a minimum of one (1) comprehensive training manual which describe the appropriate use of the equipment purchased by the County in conjunction with this solicitation. The manuals shall be supplied prior to, or upon, delivery of the equipment. Final payment shall be withheld until such time as these manuals are received by the County.

SECTION 2-- STATEMENT OF WORK

ITB Number: 12-0806

SCOPE OF SERVICES

It is the intent of the County to establish a contract for our annual requirements for fire equipment and parts and/or services for the County's Public Safety Department, Fire Rescue Division.

Used, recycled, or remanufactured parts shall be used only if the using department ordering approves such parts.

Emergency/Disaster deliveries may be required during non-business hours. A contact person and telephone number shall be submitted with your bid.

The successful vendor(s) must possess all special hand tools and special equipment recommended by the equipment and part manufacturer(s) to effectively and efficiently make repairs. The successful vendor(s) must abide by OSHA requirements and the staff assigned to the County's projects shall be ASE or factory certified.

The vendor(s) shall be required to submit a written estimate on each prospective project under this contract before a work order for that specific project is issued. The estimate must reflect the regular hourly wages for each classification represented in this contract, and the percentage discounts or mark-ups for materials and equipment that were quoted by the vendor on its initial offer or the most current contract pricing. The estimate shall be itemized by the number of work hours per classification, and by the cost of materials and equipment. Lump sum estimates shall not be accepted. The County reserves the right to award the project based on the lowest written estimate, or to reject all estimates when such action is determined to be in the best interests of the County, and obtain the required services from another source of supply.

Unless otherwise stated in this solicitation the vendor shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the Public Safety Department.

It is a vendor responsibility to ensure that the County has received the latest version of any MSDS required by 29 CFR 1910.1200 with the first shipment of any hazardous material. Also, at any time the content of an MSDS is revised, the vendor shall promptly provide a new MSDS to the County with the new information relevant to the specific material.

The County's authorized representative shall generate and issue a Work Order for each project to be performed under the contract resulting from this solicitation. The Work Order shall include the location, description and plans, if necessary, covering the scope of work to be completed. The Work Order shall also include a cost estimate calculated by the County for the work listed on the Work Order. This estimate shall be based on the unit or other pricing established in the basic contract. For purposes of identification and payment, the Work Order shall be numbered and dated. The preliminary Work Order describing the description of work and cost estimates shall be issued to the vendor(s) which have been qualified to perform work under this solicitation

SECTION 2--STATEMENT OF WORK

ITB Number: 12-0806

and resulting contract. The vendor(s) shall be required to supply the County's authorized representative with a written price offer within a time frame specified by the County. If multiple vendors are solicited, the County shall select the lowest price offer; provided that the price does not exceed the dollar estimate calculated by the County. If a single vendor is solicited, the price offer shall be evaluated and, if appropriate, accepted; provided that the price does not exceed the dollar estimate calculated by the County. The selected vendor's name shall then be entered on the Work Order and that order will then be issued to the vendor. The Work Order shall also direct the vendor to commence work on a certain day and it shall specify the amount of time allotted for completion of work covered by the Work Order. All work covered by a Work Order shall constitute a Contract Schedule.

The vendor shall be required to furnish price lists (CD's acceptable) upon request from the Public Safety Department at no charge. This price list shall provide descriptive literature, technical data and service information for items awarded. Time of delivery for these lists shall be mutually agreed upon by the vendor and the County.

Delivery Site Locations:

Fleet Division/Fire Rescue Vehicle Maintenance
25028 Kirkwood Avenue
Astatula, FL 34705

Department of Public Safety
Fire Station No. 20
37711 SR 19
Umatilla, FL 32784

Department of Public Safety
315 W Main St
Suite 411
Tavares, FL 32778

A new consolidated Fleet Garage is under construction off Highway 27 in Groveland, Florida (Fleet Management, 20415 Independence Boulevard) at the Christopher Ford Industrial Park and upon completion, the above noted Fleet division facility may be moved to that location. The County has no estimated time for completion at this time.

SECTION 3 – GENERAL TERMS AND CONDITIONS

ITB Number: 12-0806

3.1 DEFINITIONS

Addenda: A written change to a solicitation.

Bid: Shall refer to any offer(s) submitted in response to this Invitation to Bid.

Bidder: Shall refer to anyone submitting a bid in response to an Invitation to Bid.

Contract: The agreement to perform the services set forth in this solicitation. The contract will be comprised of the solicitation document signed by both parties with any addenda and other attachments specifically incorporated.

Contractor: The vendor to which award has been made.

County: Shall refer to Lake County, Florida.

Invitation to Bid (ITB): Shall mean this solicitation document, including any and all addenda. An ITB contains well-defined terms, conditions, and specifications, and is awarded to the lowest priced responsive and responsible bidder.

Modification: A written change to a contract.

Responsible: Refers to a bidder that has the capacity and capability to perform the work required under an Invitation to Bid, and is otherwise eligible for award.

Responsive: Refers to a bidder that has taken no exception or deviation from the terms, conditions, and specifications set forth in an Invitation to Bid.

Solicitation: The written document requesting either bids or proposals from the marketplace.

Vendor: A general reference to any entity responding to this solicitation or performing under any resulting contract.

The County has established that the words "shall", "must", or "will" are equivalent within this ITB and indicate a mandatory requirement which shall not be waived by the County.

3.2 INSTRUCTIONS TO BIDDERS

A. Bidder Qualification

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the solicitation are encouraged to submit bids. To be recommended for award the County requires that vendors provide evidence of compliance with the requirements below upon request:

1. Disclosure of Employment
2. Disclosure of Ownership
3. Drug-Free Workplace
4. W-9 and 8109 Forms: The vendor must furnish these forms upon request as required by the Internal Revenue Service.
5. Social Security Number – The vendor must provide a copy of the primary owner's social security card if the social security number is being used in lieu of the Federal Identification Number (F.E.I.N.)
6. Americans with Disabilities Act (A.D.A.)
7. Conflict of Interest
8. Debarment Disclosure Affidavit
9. Nondiscrimination
10. Family Leave
11. Antitrust Laws: By acceptance of any contract, the vendor agrees to comply with all applicable antitrust laws.

B. Public Entity Crimes

Pursuant to Section 287.133(2)(a) of the Florida Statutes, 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 or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

C. Request for Additional Information

Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in

writing to the attention of the procurement representative identified in the solicitation no later than five (5) working days prior to the bid due date. Such inquiries shall contain the requester's name, address, and telephone number. The Procurement Services Office may issue an addendum in response to any inquiry received, prior to bid opening, which changes, adds to, or clarifies the terms, provisions, or requirements of the solicitation. The bidder should not rely on any statement or explanation whether written or verbal, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued shall prevail. It is the bidder's responsibility to ensure receipt and to acknowledge all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the bid from being considered for award.

D. Contents of Solicitation and Bidders' Responsibilities

It is the responsibility of the bidder to become thoroughly familiar with the requirements, terms, and conditions of this solicitation. Stated unawareness of contractual terms and conditions will not be accepted as a basis for varying the requirements of the County or the amount to be paid to the vendor.

E. Restricted Discussions

From the date of issuance of this solicitation until final County action, vendors should not discuss the solicitation with any employee, agent, or any other representative of the County except as authorized by the designated procurement representative. The only communications that shall be considered pertinent to this solicitation are written documents from the vendor addressed to the designated procurement representative and relevant documents promulgated by the designated procurement representative.

F. Change to, Withdrawal of, or Mistake in, Bid

Changes to Bid - Prior to bid opening, a bidder may change its bid by submitting a new bid with notice on the firm's letterhead, signed by an authorized agent, stating that the new submittal replaces the original submittal. The new submittal shall contain all information as required for submitting the original bid.

Withdrawal of Bid - A bid may be withdrawn, either physically or by written notice, at any time prior to the bid due date. If withdrawn by written notice, that notice must be addressed to, and received by, the designated procurement representative prior to the bid due date and time. A bid may also be withdrawn after expiration of the specified bid acceptance period, and prior to award, by submitting a letter to the designated procurement representative. The withdrawal letter must be on company letterhead and signed by an authorized agent of the bidder.

Mistake in Bid - Any allegation of mistake in Bid shall be treated on a case-by-case basis. It is to be assumed that any alteration in bid price after receipt of bids will be exceptional in nature, and will be allowed only when substantiated by current legal precedence.

G. Conflicts within the Solicitation

Where there appears to be a conflict between contractual terms and conditions, the technical specifications, the pricing section, or any addendum issued, the order of precedence shall be: last addendum issued, the pricing section, the technical specifications, the special, and then general conditions. It is incumbent upon the vendor to identify such conflicts prior to the bid response date.

H. Prompt Payment Terms

It is the policy of the County that payment for all purchases by County agencies shall be made in a timely manner and that interest payments will be made on late payments in accordance with Part VII, Chapter 218, Florida Statutes, known as the Florida Prompt Payment Act. The bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the signature page of the solicitation.

3.3 PREPARATION OF BIDS

- A. The Pricing Section of this solicitation defines the goods or services to be purchased, and must be completed and submitted with the bid. Use of any other form or alteration of

SECTION 3 – GENERAL TERMS AND CONDITIONS

ITB Number: 12-0806

- the form may result in the rejection of the bid.
- B. The bid submitted must be legible, and completed using typewriter, computer or ink. Any entry change must be crossed out and initialed in ink. Failure to comply with these requirements may cause the bid to be rejected.
 - C. An authorized agent of the bidder's firm must sign the bid. **FAILURE TO SIGN THE BID MAY RENDER THE BID NON-RESPONSIVE.**
 - D. The bidder may be considered non-responsive if bids are conditioned to modifications, changes, or revisions to the terms and conditions of this solicitation.
 - E. The bidder may submit alternate bid(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate bid must meet or exceed the minimum requirements and be submitted as a separate bid marked "Alternate Bid".
 - F. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
 - G. Any bid received after the stipulated bid due date and time through no fault of the County will be considered late, and except under the most exceptional circumstances, not be considered for award.
 - H. Unless otherwise specified in the solicitation, prices quoted shall be F.O.B. Destination.

3.4 COLLUSION

Where two (2) or more related parties, as defined herein, each submit a bid for the same contract, or evidence any prior understanding, agreement, or connection in such regard, such bids shall be presumed to be collusive. Related parties shall mean bidder or principals thereof that have a direct or indirect ownership interest in another bidder for the same contract or in which a parent company or the principals thereof of one bidder have a direct or indirect ownership interest in another bidder for the same contract. Bids found to be collusive shall be rejected. Bidders which have been found to have engaged in collusion may be considered non-responsive, and may be suspended or debarred. Any contract resulting from collusive bidding may be terminated for default.

3.5 PROHIBITION AGAINST CONTINGENT FEES

The vendor warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the vendor to solicit or secure the contract and that they have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the vendor, any consideration contingent upon or resulting from the award or making of the contract.

3.6 CONTRACTING WITH COUNTY EMPLOYEES

Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the County Attorney prior to submittal of a response to contract with the County. The affected employee shall disclose the employee's assigned function within the County and interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract.

3.7 INCURRED EXPENSES

This solicitation does not commit the County to award nor be responsible for any cost or expense which may be incurred by any bidder in preparing or submitting a bid, or any cost or expense incurred prior to the execution of a purchase order or contract.

3.8 COUNTY IS TAX-EXEMPT

The County is generally exempt from Federal Excise Taxes and all State of Florida sales and use taxes. The County will sign an exemption certificate if submitted by the contractor. Contractors doing business with the County are not exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any contractor be authorized to use any of the County's Tax Exemptions in securing such materials.

3.9 PROPRIETARY/CONFIDENTIAL INFORMATION

Bidders are hereby notified that all information submitted as part of a bid will be available for public inspection in compliance with Chapter 119 of the Florida Statutes (the "Public Record Act"). The bidder should not submit any information which the bidder considers proprietary or confidential. The submission of any information to the County in connection with any solicitation shall be deemed conclusively to be a waiver of any protection from release of the submitted information unless such information is exempt or confidential under the Public Records Act.

3.10 CANCELLATION OF SOLICITATION

The County reserves the right to cancel, in whole or in part, any Invitation to Bid when it is in the best interest of the County.

3.11 AWARD

- A. Unless otherwise allowed by statute or ordinance, award will be made to the lowest priced responsive and responsible bidder. The County reserves the right to reject any and all bids, to waive non-material irregularities or technicalities and to re-advertise for all or any part of this solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low bid or in whichever manner deemed in the best interest of the County. This provision specifically supersedes any method of award criteria stated in the solicitation when such action is clearly necessary to protect the best interests of the County.
- C. The County reserves the right to reject any and all bids if it is determined that prices are excessive or determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. The County reserves the right to negotiate prices with the low bidder, provided that the scope of work is not amended.
- E. Award will only be made to firms that satisfy all legal requirements to do business with the County. The County may conduct a pre-award inspection of the bidder's site or conduct a pre-award qualification meeting to determine the responsibility and capacity of the bidder to perform. Award may be predicated on compliance with and submittal of all required documents as stipulated in the solicitation.
- F. The bidder's performance as prime or subcontractor on previous County contracts shall be taken into account in evaluating the responsibility of a responding bidder.
- G. The Director of Procurement Services will decide all tie bids in consonance with current written procedure in that regard.
- H. A vendor wishing to protest any award decision resulting from this solicitation shall do as provided for in the County's Purchasing Procedure Manual.

3.12 GENERAL CONTRACT CONDITIONS

The contract shall be binding upon and shall inure to the benefit of each of the parties and of their respective successors and permitted assigns. The contract may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto. The failure of any party hereto at any time to enforce any of the provisions of the contract will in no way constitute or be construed as a waiver of such provision or of any other provision hereof, nor in any way affect the validity of, or the right thereafter to enforce, each and every provision of the contract. Any dispute arising during the course of contract performance that is not readily rectified by coordination between the vendor and the County user department shall be referred to Procurement Services office for resolution.

3.13 OTHER AGENCIES

With the consent of the vendor, other agencies may make purchases in accordance with the contract. Such purchases shall be

SECTION 3 – GENERAL TERMS AND CONDITIONS

ITB Number: 12-0806

governed by the same terms and conditions as stated herein with the exception of the change in agency name.

3.14 CONTRACT EXTENSION

The County has the unilateral option to extend a contract for up to ninety (90) calendar days beyond the current contract period. In such event, the County will notify the vendor(s) in writing of such extensions. The contract may be extended beyond the initial ninety (90) day extension upon mutual agreement between the County and the vendor(s). Exercise of the above options requires the prior approval of the Director of Procurement Services.

3.15 WARRANTY

All warranties express and implied, shall be made available to the County for goods and services covered by this solicitation. All goods furnished shall be fully guaranteed by the vendor against factory defects and workmanship. At no expense to the County, the vendor shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty period. The special conditions of the solicitation may supersede the manufacturer's standard warranty.

3.16 ESTIMATED QUANTITIES

Estimated quantities or dollars are for bidder's guidance only. No guarantee is expressed or implied as to quantities or dollar value that will be used during the contract period. The County is not obligated to place any order for a given amount subsequent to the award of this solicitation. The County may use estimated quantities in the award evaluation process. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other entities that may utilize this contract. In no event shall the County be liable for payments in excess of the amount due for quantities of goods or services actually ordered.

3.17 NON-EXCLUSIVITY

It is the intent of the County to enter into an agreement that will satisfy its needs as described within this solicitation. However, the County reserves the right to perform, or cause to be performed, all or any of the work and services herein described in the manner deemed to represent its best interests. In no case will the County be liable for billings in excess of the quantity of goods or services actually provided under this contract.

3.18 CONTINUATION OF WORK

Any work that commences prior to, and will extend, beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the vendor, continue until completion without change to the then current prices, terms and conditions.

3.19 LAWS, RULES, REGULATIONS AND LICENSES

The vendor shall comply with all federal, state, and local laws and regulations applicable to provision of the goods and/or services specified in this solicitation. During the term of the contract the vendor assures that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that the vendor does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discrimination in any form or manner against the end/or employees or applicants for employment. The vendor understands that any contract is conditioned upon the veracity of this statement.

3.20 SUBCONTRACTING

Unless otherwise stipulated herein, the vendor shall not subcontract any portion of the work without the prior written consent of the County. Subcontracting without the prior consent of the County may result in termination of the contract for default.

3.21 ASSIGNMENT

The vendor shall not assign or transfer any contract resulting from this solicitation, including any rights, title or interest therein, or its

power to execute such contract to any person, company or corporation without the prior written consent of the County. This provision specifically includes any acquisition or hostile takeover of the awarded vendor. Failure to comply in this regards may result in termination of the contract for default.

3.22 RESPONSIBILITIES AS EMPLOYER

The employee(s) of the vendor shall be considered at all times its employee(s), and not an employee(s) or agent(s) of the County. The contractor shall provide employee(s) capable of performing the work as required. The County may require the contractor to remove any employee it deems unacceptable. All employees of the contractor may be required to wear appropriate identification.

3.23 INDEMNIFICATION

To the extent permitted by law, the vendor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the vendor or its employees, agents, servants, partners, principals or subcontractors. The vendor shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The vendor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the vendor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

3.24 MODIFICATION OF CONTRACT

Any contract resulting from this solicitation may be modified by mutual consent of duly authorized parties, in writing through the issuance of a modification to the contract and/or purchase order as appropriate. This presumes the modification itself is in compliance with all applicable County procedures.

3.25 TERMINATION FOR CONVENIENCE

The County, at its sole discretion, reserves the right to terminate this contract upon thirty (30) days written notice. Upon receipt of such notice, the vendor shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the vendor prior to notice of termination. The County shall be the sole judge of "reasonable costs."

3.26 TERMINATION DUE TO UNAVAILABILITY OF CONTINUING FUNDING

When funds are not appropriated or otherwise made available to support continuation of performance in a current or subsequent fiscal year, the contract shall be cancelled and the vendor shall be reimbursed for the reasonable value of any non-recurring costs incurred amortized in the price of the supplies or services/tasks delivered under the contract.

3.27 TERMINATION FOR DEFAULT

The County reserves the right to terminate this contract, in part or in whole, or effect other appropriate remedy in the event the vendor fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the vendor in accordance with the County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the vendor.

SECTION 3 – GENERAL TERMS AND CONDITIONS

ITB Number: 12-0806

3.28 FRAUD AND MISREPRESENTATION

Any individual, corporation or other entity that attempts to meet its contractual obligations through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity with such vendor held responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

3.29 RIGHT TO AUDIT

The COUNTY reserves the right to require CONTRACTOR to submit to an audit by any auditor of the COUNTY's choosing. CONTRACTOR shall provide access to all of its records which relate directly or indirectly to this Agreement at its place of business during regular business hours. CONTRACTOR shall retain all records pertaining to this Agreement and upon request make them available to the COUNTY for three (3) years following expiration of the Agreement. CONTRACTOR agrees to provide such assistance as may be necessary to facilitate the review or audit by the COUNTY to ensure compliance with applicable accounting and financial standards. Additionally, CONTRACTOR agrees to include the requirements of this provision in all contracts with subcontractors and material suppliers in connection with the work performed hereunder. If an audit inspection or examination pursuant to this section discloses overpricing or overcharges of any nature by the CONTRACTOR to the COUNTY in excess of one percent (1%) of the total contract billings, in addition to making adjustments for the overcharges, the reasonable actual cost of the COUNTY's audit shall be reimbursed to the COUNTY by the CONTRACTOR. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the CONTRACTOR's invoices and/or records shall be made within a reasonable amount of time, but in no event shall the time exceed ninety (90) days, from presentation of the COUNTY's audit findings to the CONTRACTOR.

3.30 PUBLIC RECORDS/ COPYRIGHTS

All electronic files, audio and/or video recordings, and all papers pertaining to any activity performed by the vendor for or on behalf of the County shall be the property of the County and will be turned over to the County upon request. In accordance with Chapter 119, Florida Statutes, each file and all papers pertaining to any activities performed for or on behalf of the County are public records available for inspection by any person even if the file or paper resides in the vendor's office or facility. The vendor shall maintain the files and papers for not less than three (3) complete calendar years after the project has been completed or terminated, or in accordance with any grant requirements, whichever is longer. Prior to the close out of the Contract, the vendor shall appoint a records custodian to handle any records request and provide the custodian's name and telephone number(s) to the County.

Any copyright derived from this Agreement shall belong to the author. The author and the CONSULTANT shall expressly assign to the COUNTY nonexclusive, royalty free rights to use any and all information provided by the CONSULTANT in any deliverable and/or report for the COUNTY's use which may include publishing in COUNTY documents and distribution as the COUNTY deems to be in the COUNTY's best interests. If anything included in any deliverable limits the rights of the COUNTY to use the information, the deliverable shall be considered defective and not acceptable and the CONSULTANT will not be eligible for any compensation.

3.31 GOVERNING LAWS

The interpretation, effect, and validity of any contract(s) resulting from this solicitation shall be governed by the laws and regulations of the State of Florida, and Lake County, Florida. Venue of any court action shall be in Lake County, Florida. In the event that a suit is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their

respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit.

3.32 STATE REGISTRATION REQUIREMENTS

Any corporation submitting a bid in response to this ITB shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/ application may be required prior to award of a contract. Any partnership submitting a bid in response to this ITB shall have complied with the applicable provisions of Chapter 620, Florida Statutes. For additional information on these requirements, please contact the Florida Secretary of State's Office, Division of Corporations, 800.755.5111 (<http://www.dos.state.fl.us>).

3.33 PRIME CONTRACTOR

The vendor awarded the contract shall act as the prime contractor and shall assume full responsibility for successful performance of the contract. The vendor shall be considered the sole point of contact with regard to meeting all requirements of the contract. All subcontractors will be subject to advance review by the County in regards to competency and security concerns. After the award of the contract no change in subcontractors will be made without the consent of the County. The vendor shall be responsible for all insurance, permits, licenses, and related matters for any and all subcontractors. Even if the subcontractor is self-insured, the County may require the contractor to provide any insurance certificates required by the work to be performed.

3.34 FORCE MAJEURE

The parties will exercise every reasonable effort to meet their respective obligations hereunder, but shall not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with revisions to Government law or regulation, acts of nature, acts or omissions of the other party, fires, strikes, national disasters, wars, riots, transportation problems and/or any other cause whatsoever beyond the reasonable control of the parties. Any such cause may be cause for appropriate extension of the performance period.

3.35 NO CLAIM FOR DAMAGES

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County because of any delays. No interruption, interference, inefficiency, suspension, or delay in the commencement or progress of the Work shall relieve the vendor of duty to perform, or give rise to any right to damages or additional compensation from the County. The vendor's sole remedy shall be the right to seek an extension to the contract time. However, this provision shall not preclude recovery of damages by the vendor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County.

3.36 TRUTH IN NEGOTIATION CERTIFICATE

For all agreements exceeding \$150,000, the firm awarded the agreement may be required to execute a truth in negotiation certificate stating that the wage rates and other factual unit costs are accurate, complete and current, at the time of contracting.

3.37 GRANT FUNDING

In the event any part of the contract is to be funded by federal, state, or other local agency monies, the vendor hereby agrees to comply with all requirements of the funding entity applicable to the use of the monies, including full application of requirements involving the use of minority firms, women's business enterprises, and labor surplus area firms. Vendors are advised that payments under the contract may be withheld pending completion and submission of all required forms and documents required of the vendor pursuant to the grant funding requirements. A copy of the requirements shall be supplied to the vendor by the County upon request.

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

ITB TITLE: FIRE EQUIPMENT & SUPPLIES

NOTES:

- Lake County is exempt from all taxes (Federal, State, Local). Pricing should be less all taxes. A Tax Exemption Certificate will be furnished upon request.
- The vendor shall not alter or amend any of the information (including, but not limited to stated units of measure, item description, or quantity) stated in the Pricing Section. If any quantities are stated in the pricing section as being “estimated” quantities, vendors are advised to review the “Estimated Quantities” clause contained in Section 3 of this solicitation.
- Each price offered in your bid shall be a firm-fixed price, exclusive of any tax. Any bid containing a modifying or “escalator” clause not specifically allowed for under the solicitation will not be considered.
- All pricing shall be FOB Destination unless otherwise specified in this solicitation document.
- All pricing submitted shall remain valid for a 90 day period. By signing and submitting a response to this solicitation, the vendor has specifically agreed to this condition.
- Vendors are advised to visit our website at <http://www.lakecountyfl.gov> and register as a potential vendor. Vendors that have registered on-line receive an e-mail notice when the County issues a solicitation matching the commodity codes selected by a vendor during the registration process.

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: Complete Part I or Part II, whichever applies

Part I:

The bidder must list below the dates of issue for each addendum received in connection with this ITB:

Addendum #1, Dated: _____

Addendum #2, Dated: _____

Addendum #3, Dated: _____

Addendum #4, Dated: _____

Part II:

☒ No Addendum was received in connection with this ITB.

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

PRICING SECTION
(Note: Not in alphabetical order.)

If manufacturer listed is no longer in business, please mark an X through the name of the firm. If manufacturer listed has had a name change, please cross through vendor name and write in correct name. If you represent manufacturers that are not listed, please add additional sheets.

1. **3M COMPANY**

Discount from current price list _____ %
Price List No. _____ Date of Price List _____
Warranty _____
Stocking Distributor? Yes _____ No _____
Lead time: _____
Hourly rate for repair and service \$ _____ (per hour)
Minimum order (if any) \$ _____
Handling fee if less than minimum order \$ _____
Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

2. **ABLE SHIO ME**

Discount from current price list _____ %
Price List No. _____ Date of Price List _____
Warranty _____
Stocking Distributor? Yes _____ No _____
Lead time: _____
Hourly rate for repair and service \$ _____ (per hour)
Minimum order (if any) \$ _____
Handling fee if less than minimum order \$ _____
Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

3. ACTION

Discount from current price list 35%OFF LIST % HYDRAULIC EXPANDER & PARTS 20%

Price List No. N/A Date of Price List 2008

Warranty LIMITED WARRANTY

Stocking Distributor? Yes X No

Lead time: 2 WEEKS ON STANDARD ITEMS 4-6 ON CUSTOM

Hourly rate for repair and service \$ 65.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

ERMA KELLING 330-279-4242

Have you supplied the required Catalogs and List Price Sheets? X YES NO

4. ALL STOCK

Discount from current price list 10 OFF LIST %

Price List No. N/A Date of Price List 3/1/2012

Warranty 1-3 YEARS DEPENDS ON THE ITEM

Stocking Distributor? Yes No X

Lead time: 2 WEEKS ON STANDARD ITEMS 4-6 ON CUSTOM

Hourly rate for repair and service \$ 85.00 (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

LARRY SCHETTER 920-726-4211 EXT 121

Have you supplied the required Catalogs and List Price Sheets? X YES NO

5. AIM

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

6. **AJAX**

Discount from current price list 15 OFF LIST %

Price List No. N/A Date of Price List JANUARY 2011

Warranty 1 YEAR FROM DATE OF PURCHASE

Stocking Distributor? Yes X No _____

Lead time: 2 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ 60.00

Handling fee if less than minimum order \$ NONE

Name/Telephone/Cell/Beeper of Emergency Contact _____

BILL BENEDICT 847-226-6269

Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO

7. **AKRON BRASS**

Discount from current price list 38 OFF LIST % PART 10% OFF LIST

Price List No. N/A Date of Price List 3/5/2012

Warranty 10 YEARS ON HANDLINE NOZZLES, 6 YEAR WARRANTY ON SCENESTAR 5 YEAR WARRANTY ON MONITORS, 10 YEAR WARRANTY ON SWING-OUT VALVES

Stocking Distributor? Yes _____ No X

Lead time: 1-2 WEEKS ON NOZZLES, 4-8 WEEKS ON MONITORS

Hourly rate for repair and service \$ 92.50 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ 60.00

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

JUSTIN HOWELL - SALES MANAGER 330-464-7707Have you supplied the required Catalogs and List Price Sheets? X YES NO8. ALLEN SYSTEMSDiscount from current price list %Price List No. Date of Price List Warranty Stocking Distributor? Yes No Lead time: Hourly rate for repair and service \$ (per hour)Minimum order (if any) \$ Handling fee if less than minimum order \$

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? YES NO9. ALOCOLITEDiscount from current price list 15 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME
OF ORDERPrice List No. N/A Date of Price List 2006/2012Warranty LIFETIME LIMITED WARRANTYStocking Distributor? Yes No XLead time: 2-3 WEEKS FROM ORDER DATEHourly rate for repair and service \$ N/A (per hour)Minimum order (if any) \$ N/AHandling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

KAREN MILLER MELLETTE - 800-752-2526, EXT. 3069Have you supplied the required Catalogs and List Price Sheets? X YES NO

ITB Number: 12-0806

- Warranty _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

13. ANGUS

Discount from current price list 40 OFF LIST % + FREIGHT TO BE DETERMINED AT
TIME OF THE ORDER

Price List No. N/A Date of Price List 2/3/2012

Warranty DEPENDS ON THE PRODUCT 2 TO 10 YEARS

Stocking Distributor? Yes _____ No X

Lead time: 4-6 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact _____

ED KEENAN 919-931-3966

Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO

14. ANSUL FOAMS

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

15. **APPLECROFT**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

16. **B & B ENTERPRISES**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

17. BIO SYSTEMS

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? YES _____ NO _____

18. BLACKINTON BADGES

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? YES _____ NO _____

19. BOUTON CO

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes No

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

20. **BULLARD**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes No

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

21. **CARNS & BROTHER**

Discount from current price list 25 OFF LIST %

Price List No. 3600-01-MC Date of Price List 3600-02-MC

Warranty 5 YEARS ON THE SHELL, LIMITED LIFETIME ON THE PARTS

Stocking Distributor? Yes X No

Lead time: 2-3 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ 100.00 (per hour)

Minimum order (if any) \$ 125.00

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Handling fee if less than minimum order \$125.00

Name/Telephone/Cell/Beeper of Emergency Contact

TAMMY ELMEN 1-877-672-3473

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

22. CALIFORNIA MOUNTAIN

Discount from current price list 5 OFF LIST %

Price List No. N/A Date of Price List 10/1/2011

Warranty 1 YEAR FROM PURCHASE DATE

Stocking Distributor? Yes ☒ No ☐

Lead time: 2-4 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

JASON SMALLWOOD 1-800-235-5741

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

23. CAST PRODUCTS

Discount from current price list 35 OFF LIST %

Price List No. N/A Date of Price List 4/1/2011

Warranty 60 DAYS FROM DATE OF PURCHASE

Stocking Distributor? Yes ☐ No ☒

Lead time: 3 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

GARY IKERD 256-777-8342

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

24. **CHARKATE**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

25. **CHUBB (FOAM)**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

26. **CHURCHVILLE (obsolete?)**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

27. **CIRCUL AIR**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

28. **CODE 3**

Discount from current price list 35 OFF LIST % PARTS 10% OFF LIST

Price List No. N/A _____ Date of Price List 7/11/2011

Warranty 1 YEAR FROM DATE OF PURCHASE 5 YEAR ON LED

Stocking Distributor? Yes ☒ No ☐

Lead time: 1-4 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ 30.00

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Handling fee if less than minimum order \$ 10.00

Name/Telephone/Cell/Beeper of Emergency Contact

JAMES BAKER 314-426-2700 EXT 1292

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

29. COLLIN AXES

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

30. COLLINS DYNAMICS (Rom Corporation)

Discount from current price list 10 OFF LIST %

Price List No. N/A Date of Price List 3/1/2012

Warranty 5 YEARS ON LIGHT 2 YEARS ON COMPONENTS

Stocking Distributor? Yes ☐ No ☒

Lead time: 2 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ 150.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

CAMERON BLAIN 267-495-9140

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

31. COUNCIL TOOLS

Discount from current price list 25 OFF LIST %

Price List No. N/A Date of Price List 6/1/2011

Warranty LIFETIME ON TOOLING; REPLACEMENT HANDLES FOR PURCHASE

Stocking Distributor? Yes ☐ No ☒

Lead time: 2 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ 175.00

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

MARGO COUNCIL 866-646-3011 EXT 10

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

32. CUTTERS EDGE

Discount from current price list 10 OFF LIST %

Price List No. N/A Date of Price List 5/1/2011

Warranty 2 YEAR LIMITED WARRANTY

Stocking Distributor? Yes ☒ No ☐

Lead time: DEPENDS ON THE ITEMS ORDERED

Hourly rate for repair and service \$ 75.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

TOM RUZICH PRESIDENT 541-519-6895

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

33. CW NEILSEN

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

34. **GORMAN RUPP PUMPS**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

35. **DARLEY & CO**

Discount from current price list 5 OFF LIST %

Price List No. #257 Date of Price List 1/1/2011

Warranty VARIES BY THE MANUFACTURER

Stocking Distributor? Yes ☐ No ☒

Lead time: DEPENDS ON THE ITEMS ORDERED

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ 30.00

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

GLENN COSTA 708-273-6913 EXT 319

Have you supplied the required Catalogs and List Price Sheets? X YES NO

36. **DAVID CLARK**

Discount from current price list 10 OFF LIST %

Price List No. N/A Date of Price List 2007/2012

Warranty 5 YEARS ON HEADSET STATIONS/HEADSETS, CABLES, SPARE PARTS 1 YEAR

Stocking Distributor? Yes NO X

Lead time: DEPENDS ON THE ITEMS STOCK ITEMS 7-10 DAYS

Hourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ 275.00

Handling fee if less than minimum order \$ 275.00

Name/Telephone/Cell/Beeper of Emergency Contact

BILL HOLDEN 1-800-298-6235

Have you supplied the required Catalogs and List Price Sheets? X YES NO

37. **DB SMITH INDIAN TANKS**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

38. DICKE TOOL

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

39. DREXEL

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

40. DUO SAFETY

Discount from current price list 10 OFF LIST % +FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List 9/1/2011

Warranty 2 YEARS FROM DATE OF PURCHASE

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes _____ No ☒ X

Lead time: 2-3 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$50.00 (per hour)

Minimum order (if any) \$ 40.00 FOR PARTS 150.00 FOR LADDERS

Handling fee if less than minimum order \$ 30.00

Name/Telephone/Cell/Beeper of Emergency Contact

SANDRA VANDERSEE 920-231-2740

Have you supplied the required Catalogs and List Price Sheets? ☒ X YES _____ NO

41. **EDISON**

Discount from current price list 20 OFF LIST %

Price List No. N/A Date of Price List 1/1/2012

Warranty N/A

Stocking Distributor? Yes ☒ X No _____

Lead time: 1-2 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

EDISON COMPANY 1-800-643-9035

Have you supplied the required Catalogs and List Price Sheets? ☒ X YES _____ NO

42. **EDWARDS AND CROMWELL**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

43. **EDWARDS MFG**Discount from current price list 5 OFF LIST %Price List No. N/A Date of Price List 2/1/2011Warranty N/AStocking Distributor? Yes _____ No XLead time: 2 WEEKS FROM ORDER DATEHourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIRMinimum order (if any) \$ N/AHandling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact _____

BECKY DILLON 330-823-2103Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO44. **ELKHART BRASS**Discount from current price list 40 OFF LIST %Price List No. F-2 R.2 Date of Price List 2/1/2012Warranty 5 YEARS NOZZLES, MONITORS AND APPLIANCES, 10 YEARS UNIBODY VALVES & CONTROLLERSStocking Distributor? Yes X No _____Lead time: 3-4 WEEKS FROM ORDER DATEHourly rate for repair and service \$ 82.50 (per hour) ESTIMATE PRIOR TO REPAIRMinimum order (if any) \$ 50.00Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact _____

TTM DOANE ELKHART BRASS OEM REGIONAL MANAGER CELL (407)312-1691Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

45. **ETI EMERGENCY TECHNOLOGY**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

46. **EXTENDA LITE (Akron)**

Discount from current price list 30 OFF LIST % PARTS 10%

Price List No. N/A Date of Price List 3/5/2012

Warranty 5 YEARS FROM DATE OF PURCHASE

Stocking Distributor? Yes _____ No X

Lead time: 1-2 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ 92.50 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ 60.00

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact _____

JSUTIN HOWELL 330-464-7707

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

47. **FEDERAL SIGNAL CORP**

Discount from current price list 30 OFF LIST % PARTS 10%

Price List No. M100 Date of Price List 1/1/2012

Warranty 1 YR. ON LABOR, 3 YRS. ON PARTS, LED PRODUCTS: 1 YR. LABOR, 5 YRS. PARTS

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes _____ No X

Lead time: 3 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

JAN HEIDEMAN 708-534-4755

Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO

48. **FIRE HOOKS UNLIMITED**

Discount from current price list 5 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME
OF THE ORDER

Price List No. N/A Date of Price List 3/15/2012

Warranty LIMITED DEPENDS ON THE PRODUCT

Stocking Distributor? Yes X No

Lead time: 2-3 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ 65.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

BOB FARRELL 732-280-7737

Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO

49. **FIREDEX**

Discount from current price list 30 OFF LIST %

Price List No. N/A Date of Price List 2/28/2012

Warranty FREE FROM DEFECTS IN WORKMANSHIP & MATERIALS

Stocking Distributor? Yes _____ No X

Lead time: 6 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ SEE HANDLING FEE

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Handling fee if less than minimum order \$ 25.00 FOR ANY ORDER LESS THAN \$250.00

Name/Telephone/Cell/Beeper of Emergency Contact

ALLEN ROM 800-241-6563 EXT 312

Have you supplied the required Catalogs and List Price Sheets? X YES NO

50. **FIRE POWER**

Discount from current price list %

Price List No. Date of Price List

Warranty

Stocking Distributor? Yes No

Lead time:

Hourly rate for repair and service \$ (per hour)

Minimum order (if any) \$

Handling fee if less than minimum order \$

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? YES NO

51. **FIREQUIP**

Discount from current price list COST + 20 % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List 2/1/2012

Warranty 5 YEAR ON BOOSTER/MAXIFLEX 10 YEAR ON D/J 5 YEAR ON TPU LINED

Stocking Distributor? Yes X No

Lead time: 3-4 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ 60.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

SAM CAMPBELL 800-334-6823

Have you supplied the required Catalogs and List Price Sheets? X YES NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

52. **FOLD A TANK**

Discount from current price list 22 OFF LIST % + FREIGHT TO BE DETERMINED
AT TIME OF ORDER

Price List No. N/A Date of Price List 4/1/2012

Warranty LIMITED LIFETIME TANKS, 3 YEARS ON STRAINERS AND PARTS

Stocking Distributor? Yes ☐ No ☒ EVERYTHING IS MADE TO ORDER

Lead time: 2-3 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ 34.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ NONE

Handling fee if less than minimum order \$ NONE

Name/Telephone/Cell/Beeper of Emergency Contact

JAN CHRISTENSEN PRESIDENT 309-737-6454

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

53. **GEMTOR**

Discount from current price list 15 OFF LIST % + FREIGHT TO BE DETERMINED AT THE
TIME OF ORDER

Price List No. N/A Date of Price List 7/1/2008

Warranty N/A

Stocking Distributor? Yes ☐ No ☒

Lead time: 1 WEEK FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ 75.00

Handling fee if less than minimum order \$ NONE

Name/Telephone/Cell/Beeper of Emergency Contact

RUTH ULLRICH 800-405-9498 EXT 12

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

54. **GLASSMASTER WEHR**

Discount from current price list 10 OFF LIST %

Price List No. N/A Date of Price List 6/2011

Warranty 5 YEARS FROM DATE OF PURCHASE

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes ☒ No

Lead time: 2 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

KYLE WEIR 1-800-457-4527

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

55. **GLOBE**

Discount from current price list %

Price List No. Date of Price List

Warranty

Stocking Distributor? Yes ☐ No ☐

Lead time:

Hourly rate for repair and service \$ (per hour)

Minimum order (if any) \$

Handling fee if less than minimum order \$

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

56. **GLOVE CORP**

Discount from current price list %

Price List No. Date of Price List

Warranty

Stocking Distributor? Yes ☐ No ☐

Lead time:

Hourly rate for repair and service \$ (per hour)

Minimum order (if any) \$

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

57. **HALE FIRE PUMPS**

+ FREIGHT TO BE DETERMINED AT TIME

Discount from current price list 5 OFF LIST % PARTS ^{OF THE ORDER} 10% OFF LIST

Price List No. N/A Date of Price List 1/1/2012

Warranty HP SERIES PUMPS ARE 3 YEARS PORTABLE PUMPS ARE 2 YEARS PARTS 2 YEARS

Stocking Distributor? Yes ☒ No

Lead time: 3-4 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ 80.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact _____

RUSS WALKER 800-553-3569

Have you supplied the required Catalogs and List Price Sheets? ☒ YES _____ NO

58. **HANNAY REELS**

+ FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Discount from current price list 13 OFF LIST %

Price List No. N/A Date of Price List 2/1/2011

Warranty 2 YEARS FROM DATE OF PURCHASE

Stocking Distributor? Yes _____ No ☒

Lead time: 3-4 WEEKS FROM ORDER DATE PARTS 5 DAYS

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact _____

KIM WINNIE 877-467-3357

Have you supplied the required Catalogs and List Price Sheets? ☒ YES _____ NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

59. HARRINGTON

Discount from current price list 30 OFF LIST %

Price List No. N/A Date of Price List 3/1/2011

Warranty 1 YEAR FROM DATE OF PURCHASE

Stocking Distributor? Yes X No

Lead time: 1-3 WEEKS FROM ORDER DATE NON STANDARD ITEMS 4-6 WEEKS

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

DAVE HARRINGTON 800-553-0078

Have you supplied the required Catalogs and List Price Sheets? X YES NO

60. HAZARD CONTROL

Discount from current price list 10 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List 3/1/2009

Warranty 15 YEARS FROM DATE OF PURCHASE

Stocking Distributor? Yes No X

Lead time: 1 WEEK FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ 5 GALLON PAIL OF PRODUCT

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

CARL SMITH 678-521-5057

Have you supplied the required Catalogs and List Price Sheets? X YES NO

61. HEBERT

Discount from current price list 20 OFF LIST %

Price List No. N/A Date of Price List 1/1/2012

Warranty 5 YEARS FROM DATE OF PURCHASE

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes ☐ No ☒

Lead time: 3 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

JOHN HEBERT 206-243-5001

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

62. **HOLMATRO**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? YES ☐ NO ☐

63. **HUMAT**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

64. HUSKY

Discount from current price list 22 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List 1/1/2012

Warranty LIFETIME WARRANTY ON WELDS AND WELDED SEAMS 3 YEAR WARRANTY ON STRAINERS

Stocking Distributor? Yes _____ No X

Lead time: 2 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact _____

JAY CLAEYS 918-798-4415

Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO

65. HYDRA SHIELD

Discount from current price list 10 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List 2/1/2012

Warranty 1 YEAR FROM DATE OF PURCHASE

Stocking Distributor? Yes X No _____

Lead time: 1 WEEK FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ 4 VALVES A YEAR TO REMAIN A DEALER

Handling fee if less than minimum order \$ 36.00 PER VALVE ESTIMATE PRIOR TO REPAIR

Name/Telephone/Cell/Beeper of Emergency Contact _____

TERRY MC WILLIAMS 1-800-676-0911 EXT 211

Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

66. **IMPERIAL HOSE**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

67. **IOWA AMERICAN**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

68. **JANESVILLE**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

69. **JUSTRITE**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

70. **JV MFG**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

71. **K TOOL MFG**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

72. **KAPPLER**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

73. **KENDALL PRODUCTS**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

74. **KOCHEK**

Discount from current price list 40 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List 3/26/2012

Warranty 5 YEARS FROM DATE OF PURCHASE

Stocking Distributor? Yes ☒ No ☐

Lead time: 2 WEEKS DEPENDING ON THE PRODUCT

Hourly rate for repair and service \$ 65.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact _____

DAVID MOORE 757-999-4170

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

75. **KOEHLER MFG CO**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

76. **KUSSMAUL**

Discount from current price list 5 OFF LIST %

Price List No. N/A Date of Price List 1/1/2012

Warranty 3 YEARS ON ELECTRICAL PRODUCTS, 2 YEARS ON AUTO EJECTS, 1 YEAR ON PUMPS

Stocking Distributor? Yes _____ No X

Lead time: 3-4 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact _____

MICHAEL F. GUZMAN, DIRECTOR OF SALES 800-346-0857 EXT. 117

Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO

77. **KWIK RAZE** HAVIS SHIELD/ROM CORP/COLLINS CORPORATION

Discount from current price list 10 OFF LIST %

Price List No. N/A Date of Price List 3/1/2012

Warranty 2 YEARS FROM PURCHASE DATE

Stocking Distributor? Yes _____ No X EVERYTHING MADE TO ORDER

Lead time: 2 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ 60.00 (per hour) ESTIMATE PRIOR TO REPAIR

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

JENNY ADAMS 800-827-3692 EXT 244

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

78.

LACROSSE BOOTS

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

79.

LIFE LINERS

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

80. **LIONS UNIFORMS**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

81. **LOUIS PRYER**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

82. **LOWELL**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Warranty _____
 Stocking Distributor? Yes _____ No _____
 Lead time: _____
 Hourly rate for repair and service \$ _____ (per hour)
 Minimum order (if any) \$ _____
 Handling fee if less than minimum order \$ _____
 Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

83. **MAG INSTRUMENTS**

Discount from current price list _____ %
 Price List No. _____ Date of Price List _____
 Warranty _____
 Stocking Distributor? Yes _____ No _____
 Lead time: _____
 Hourly rate for repair and service \$ _____ (per hour)
 Minimum order (if any) \$ _____
 Handling fee if less than minimum order \$ _____
 Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

84. **MANN AXE**

Discount from current price list _____ %
 Price List No. _____ Date of Price List _____
 Warranty _____
 Stocking Distributor? Yes _____ No _____
 Lead time: _____
 Hourly rate for repair and service \$ _____ (per hour)

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

85. MARS SIGNAL LIGHT

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

86. MCPRODUCTS

Discount from current price list 20 OFF LIST % PARTS 10% OFF LIST

Price List No. N/A Date of Price List 1/1/2004

Warranty 2 YEARS FROM DATE OF PURCHASE

Stocking Distributor? Yes X No _____

Lead time: 1 WEEK FROM ORDER DATE

Hourly rate for repair and service \$ 55.00 (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact _____

JENNIVER RICCOBONO 800-843-6465

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

87. **MILWAUKEE STRAP** R&B FABRICATIONS

Discount from current price list 10 OFF LIST %

Price List No. N/A Date of Price List 2/17/2012

Warranty LIFETIME ON WORKMANSHIP

Stocking Distributor? Yes ☒ No ☐ STOCK ITEMS ONLY

Lead time: 2-3 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ 60.00

Handling fee if less than minimum order \$ 7.00

Name/Telephone/Cell/Beeper of Emergency Contact

CUSTOMER SERVICE LIZ 419-594-2743

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

88. **MORAN (FLASII)**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? _____ YES ☐ NO ☐

89. **MORNING PRIDE**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

90. MSADiscount from current price list 15 OFF LIST %Price List No. 5555-293-MC Date of Price List 1/1/2012Warranty VARIES FROM PRODUCT TO PRODUCTStocking Distributor? Yes _____ No XLead time: 1-7 WEEKSHourly rate for repair and service \$ 100.00 (per hour)Minimum order (if any) \$ 125.00Handling fee if less than minimum order \$ 125.00Name/Telephone/Cell/Beeper of Emergency Contact
TAMMY ELMEN 1-877-672-3473Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO91. NATALE (CIRCLE D)Discount from current price list 10 OFF LIST %Price List No. N/A Date of Price List 1/1/2011Warranty NONEStocking Distributor? Yes _____ No XLead time: 1 WEEK FROM ORDER DATEHourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIR

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Minimum order (if any) \$ 60.00

Handling fee if less than minimum order \$ 60.00

Name/Telephone/Cell/Beeper of Emergency Contact

JOHN COCOZZO 201-933-5500 EXT 10

Have you supplied the required Catalogs and List Price Sheets? X YES NO

92. NATIONAL FIRE HOSE ALL AMERICAN HOSE/SNAPTITE/PONN

Discount from current price list 40 OFF LIST % +FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List 2/1/2012

Warranty 10 YEARS FROM DATE OF PURCHASE

Stocking Distributor? Yes X No

Lead time: 2-5 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ N/A NO MINIMUM/\$6000.00 FOR FREE FREIGHT

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

CHRIS BIGGS 803-687-1098

Have you supplied the required Catalogs and List Price Sheets? X YES NO

93. NOVA

Discount from current price list 20 OFF LIST %

Price List No. N/A Date of Price List 2/15/2012

Warranty SEE PAGE 1 OF THE PRICE LIST

Stocking Distributor? Yes X No

Lead time: 1 WEEK FROM ORDER DATE

Hourly rate for repair and service \$ 95.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ 125.00

Handling fee if less than minimum order \$ 10.00

Name/Telephone/Cell/Beeper of Emergency Contact

KIM FRITSCH 860-539-4466

Have you supplied the required Catalogs and List Price Sheets? X YES NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

94. NUPLA

Discount from current price list 35 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List 1/1/2012

Warranty POLICY IS ON THE BACK PAGE OF THE PRICE LIST

Stocking Distributor? Yes No X

Lead time: 1 WEEK FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ 125.00

Handling fee if less than minimum order \$ 25.00

Name/Telephone/Cell/Beeper of Emergency Contact

MICHAEL GERSHON 800-872-7661

Have you supplied the required Catalogs and List Price Sheets? X YES NO

95. PACIFIC REFLEX

Discount from current price list %

Price List No. Date of Price List

Warranty

Stocking Distributor? Yes No

Lead time:

Hourly rate for repair and service \$ (per hour)

Minimum order (if any) \$

Handling fee if less than minimum order \$

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? YES NO

96. PARATECH

Discount from current price list %

Price List No. Date of Price List

Warranty

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

97. PARTNER

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

98. PAUL CONWAY SHIELDS

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

99. **PELICAN**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

100. **PGI PROTEXALL**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

101. **PHOENIX**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

102. **PIERCE**

Discount from current price list COST +30 % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List N/A

Warranty 90 DAYS FROM DATE OF PURCHASE

Stocking Distributor? Yes X No _____

Lead time: 3-5 DAYS IF IN STOCK

Hourly rate for repair and service \$ 90.00 (per hour) TRAVEL RATE \$60.00

Minimum order (if any) \$ 30.00

Handling fee if less than minimum order \$ 30.00

Name/Telephone/Cell/Beeper of Emergency Contact _____

RON RIBBENS 941-756-7779

Have you supplied the required Catalogs and List Price Sheets? _____ YES X NO

103. **PIGEON MOUNTAIN INDUSTRIES**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

104. PLANO

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

105. R & B FABRICATORS

Discount from current price list 10 OFF LIST %

Price List No. N/A Date of Price List 2/17/2012

Warranty LIFETIME ON WORKMANSHIP

Stocking Distributor? Yes ☒ No ☐ STOCK ITEMS ONLY

Lead time: 2-3 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ 60.00

ITB Number: 12-0806

Name/Telephone/Cell/Beeper of Emergency Contact

CUSTOMER SERVICE LISA MCNEE 419-594-2743

Have you supplied the required Catalogs and List Price Sheets? x YES NO

106. RANGER RUBBER

Discount from current price list %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes No

Lead time: _____

Hourly rate for repair and service \$_____ (per hour)

Minimum order (if any) \$

Handling fee if less than minimum order \$

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? YES NO

107 RAWHIDE FIREHOSE

Discount from current price list 0%

Price List No. _____ Date of Price List _____

Warranty

Stocking Distributor? Yes No

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$

Name/Telephone/Cell/Bceper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? YES NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

108. **REDHEAD BRASS** 1-9 PIECE 10% OFF LIST 10-24 20% OFF 25-49 30% OFF
50+ PIECE 40% OFF LIST

Discount from current price list _____ %

Price List No. N/A Date of Price List 1/1/2011

Warranty 1 YEAR FROM DATE OF PURCHASE

Stocking Distributor? Yes _____ No X

Lead time: 1-4 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ 72.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

TERRIE EVANS 800-321-3501

Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO

109. **REFLEXITE**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

110. **RICE HYDRO CO.**

Discount from current price list 25 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List 1/1/2012

Warranty 1 YEAR WARRANTY - EXCEPT ON FH3 (5 YEAR)

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes ☒ No ☐ SOME EXCEPTIONS APPLY SUCH AS SPECIAL ORDER UNITS

Lead time: FOR STOCK ITEMS, TYPICALLY 24 HOURS

Hourly rate for repair and service \$ 65.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

ALLISON LENGENFELDER (SALES) 800-245-4777

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

111. SCBAS

Discount from current price list 15 OFF LIST %

Price List No. N/A Date of Price List 11/1/2008

Warranty 1 YEAR FROM DATE OF PURCHASE

Stocking Distributor? Yes ☒ No ☐

Lead time: SOME PRODUCT IS CUSTOM BUILT, SOME CAN SHIP SSME/NEXT DAY

Hourly rate for repair and service \$ 70.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

KEN MEANS 309-635-4774

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

112. SCOTT AVIATION

Discount from current price list %

Price List No. Date of Price List

Warranty

Stocking Distributor? Yes ☐ No ☐

Lead time:

Hourly rate for repair and service \$ (per hour)

Minimum order (if any) \$

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

113. **SECURITEX**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

114. **SENSIBLE MOUNTS**

Discount from current price list 15 OFF LIST % ITEMS IN YELLOW 5% OFF LIST

Price List No. N/A Date of Price List 4/1/2009

Warranty LIMITED LIFETIME

Stocking Distributor? Yes _____ No X

Lead time: 1-2 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact _____

PHIL MCLEAN 330-659-4212

Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

115. SERVUS BOOTS

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

116. SHELBY WOLVERINE SPECIALITY GLOVES

Discount from current price list 5 OFF LIST %

Price List No. N/A Date of Price List 8/1/2011

Warranty 1 YEAR FROM DATE OF PURCHASE

Stocking Distributor? Yes _____ No X

Lead time: 3-4 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ NO MINIMUM FROM TEN-8 STOCK

Handling fee if less than minimum order \$ 6 PAIR ON NON STOCK ITEMS

Name/Telephone/Cell/Beeper of Emergency Contact _____

TOM RAGAN 800-888-3598

Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO

117. SNAPTITE ALL AMERICAN HOSE IS THE DIVISION

Discount from current price list 40 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF ORDER

Price List No. N/A Date of Price List 2/1/2012

Warranty 10 YEARS FROM DATE OF PURCHASE

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes ☒ No ☐Lead time: 2-5 WEEKS FROM ORDER DATEHourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIRMinimum order (if any) \$ N/A NO MINIMUM/\$6000.00 FOR FREE FREIGHTHandling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

CHRIS BIGGS 803-687-1098Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO118. SNORKEL

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO119. SOUTH PARKDiscount from current price list 20 OFF LIST %Price List No. N/A Date of Price List 1/1/2012Warranty 1 YEAR FROM DATE OF PURCHASEStocking Distributor? Yes ☐ No ☒Lead time: DEPENDS ON THE PARTHourly rate for repair and service \$ 65.00 (per hour) ESTIMATE PRIOR TO REPAIRMinimum order (if any) \$ N/A

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

ERICK SCHMIDT 651-455-4510

Have you supplied the required Catalogs and List Price Sheets? X YES NO

120. SIGNAL VEHICLE PRODUCTS

Discount from current price list 20 OFF LIST %

Price List No. N/A Date of Price List 11/1/2011

Warranty SEE PRICE LIST FOR WARRANTY INFO

Stocking Distributor? Yes X No

Lead time: DEPENDS ON THE PART

Hourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

PETE YATES 727-237-5262

Have you supplied the required Catalogs and List Price Sheets? X YES NO

121. CLASS ONE (SPAN INSTRUMENTS)

Discount from current price list 10 OFF LIST %

Price List No. N/A Date of Price List 1/1/2012

Warranty 2 YEARS FROM DATE OF PURCHASE

Stocking Distributor? Yes X No

Lead time: 2-4 WEEKS FROM DATE OF ORDER

Hourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

RUSS WALKER 352-629-5020

Have you supplied the required Catalogs and List Price Sheets? X YES NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

122. **SPUMIFER**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

123. **SUPERVAC**Discount from current price list 25 OFF LIST %Price List No. N/A Date of Price List 1/1/2012Warranty 5 YEARS FROM DATE OF PURCHASEStocking Distributor? Yes _____ No XLead time: 4-5 WEEKS FROM ORDER DATEHourly rate for repair and service \$ 70.00 (per hour) ESTIMATE PRIOR TO REPAIRMinimum order (if any) \$ N/AHandling fee if less than minimum order \$ N/AName/Telephone/Cell/Beeper of Emergency Contact
JON MOORE 800-525-5224Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO124. **TNT TOOLS**Discount from current price list 2 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDERPrice List No. N/A Date of Price List 4/15/2011Warranty 30 DAYS FROM DATE OF PURCHASE

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes _____ No XLead time: 1-2 WEEKS FROM ORDER DATEHourly rate for repair and service \$ N/A (per hour)Minimum order (if any) \$ N/AHandling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

MARK TRUJILLO 303-794-4741Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO125. **TASK FORCE TIPS**Discount from current price list 11 OFF LIST % PARTS 5% OFF LISTPrice List No. N/A Date of Price List 5/1/2011Warranty 5 YEAR LIMITEDStocking Distributor? Yes X No _____Lead time: 2-4 WEEKS FROM ORDER DATEHourly rate for repair and service \$ 85.00 (per hour) ESTIMATE PRIOR TO REPAIRMinimum order (if any) \$ N/AHandling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

CHRIS CARSON 919-815-0081Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO126. **THOROGOOD BOOTS**Discount from current price list 20 OFF LIST %Price List No. N/A Date of Price List 1/23/2012Warranty 1 YEAR FROM DATE OF PURCHASEStocking Distributor? Yes X No _____Lead time: 1 WEEK FROM ORDER DATEHourly rate for repair and service \$ N/A (per hour)Minimum order (if any) \$ N/A

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Handling fee if less than minimum order \$ 5.00 PER ONE PAIR

Name/Telephone/Cell/Beeper of Emergency Contact

JEFF BURNS 719-337-6690

Have you supplied the required Catalogs and List Price Sheets? X YES NO

127. **STREAMLIGHT**

Discount from current price list 40 OFF LIST %

Price List No. N/A Date of Price List 3/1/2012

Warranty LIMITED LIFETIME

Stocking Distributor? Yes X No

Lead time: 2 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ 400.00 NO MINIMUM FROM TEN-8 STOCK

Handling fee if less than minimum order \$ 30.00

Name/Telephone/Cell/Beeper of Emergency Contact

MITCHELL POE 610-662-7247

Have you supplied the required Catalogs and List Price Sheets? X YES NO

128. **SUPER FLAMEFIGHTER** SUPERIOR FLAME FIGHTER

Discount from current price list 25 OFF LIST %

Price List No. N/A Date of Price List 12/1/2011

Warranty LIMITED LIFETIME

Stocking Distributor? Yes No X

Lead time: 1 WEEK FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

STEVEN PETERSON 612-810-8900

Have you supplied the required Catalogs and List Price Sheets? X YES NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

129. SUPERIOR PNEUMATIC

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

130. TASKMASTER

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

131. TEAM EQUIPMENT

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

132. **TELELITE**

Discount from current price list 5 OFF LIST %

Price List No. N/A Date of Price List 2/1/2011

Warranty LIFETIME ON MFG DEFECTS FOR LIGHTING HONDA PRODUCT 3 YEARS

Stocking Distributor? Yes ☐ No ☒

Lead time: 1-2 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ 75.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ 25.00

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

KEVIN STEEVES 585-733-3863

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

133. **TEMPEST FANS**

Discount from current price list 22 OFF LIST % SAWS & PARTS 15% OFF LIST+ FREIGHT TO BE DETERMINED AT TIME OF ORDER

Price List No. N/A Date of Price List 1/1/2012

Warranty SEE BACK OF THE CATALOG FOR ALL WARRANTIES OFFERED

Stocking Distributor? Yes ☒ No ☐

Lead time: DEPENDS ON PRODUCT ORDERED BLOWER 3-4 WEEKS PARTS 5-7 DAYS

Hourly rate for repair and service \$ 50.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

800-346-2143

Have you supplied the required Catalogs and List Price Sheets? X YES NO

134. **TOMAR**

Discount from current price list 10 OFF LIST %

Price List No. N/A Date of Price List 1/15/2011

Warranty 5 YR. ON MOST LED LIGHTS, 2YR, 5YR, 10 YR STROBE POWER SUPPLIES

Stocking Distributor? Yes No X

Lead time: 1-2 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ 35.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

CUSTOMER SERVICE DEPARTMENT SILVIA FLORES 800-338-3133

Have you supplied the required Catalogs and List Price Sheets? X YES NO

135. **TOPPS**

Discount from current price list %

Price List No. Date of Price List

Warranty

Stocking Distributor? Yes No

Lead time:

Hourly rate for repair and service \$ (per hour)

Minimum order (if any) \$

Handling fee if less than minimum order \$

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? YES NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

136. TURTLE PLASTICSDiscount from current price list 10 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDERPrice List No. N/A Date of Price List 7/1/2011Warranty 5 YEARS ON TILE LIMITED CRIBBING 50 YEARS LIMITEDStocking Distributor? Yes X No Lead time: 1 WEEK FROM ORDER DATEHourly rate for repair and service \$ N/A (per hour)Minimum order (if any) \$ N/AHandling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

KRISTEN BOYD 440-282-8008 EXT 211Have you supplied the required Catalogs and List Price Sheets? X YES NO137. UNDERWATER KINETICSDiscount from current price list %Price List No. Date of Price List Warranty Stocking Distributor? Yes No Lead time: Hourly rate for repair and service \$ (per hour)Minimum order (if any) \$ Handling fee if less than minimum order \$

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? YES NO138. UNITY LIGHTSDiscount from current price list %Price List No. Date of Price List Warranty

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

139. **VANNER**

Discount from current price list 10 OFF LIST %

Price List No. N/A Date of Price List 3/1/2012

Warranty 1 YEAR FROM THE DATE OF PURCHASE

Stocking Distributor? Yes ☐ No ☒

Lead time: 3-4 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ 100.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

DART FNE DOWELL, 614-771-3510

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

140. **VETTER**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

141. **WARRINGTON PRO**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

142. **WATEROUS PUMPS**

Discount from current price list CALL FOR PRICING _____ % PARTS 10% OFF LIST

Price List No. F1056-F1076 Date of Price List 3/1/2012

Warranty PUMPS 5 YEARS PARTS 90 DAYS

Stocking Distributor? Yes X No _____

Lead time: PUMPS 4-6 WEEKS PARTS LEAD TIMES VARY

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact _____

MAIN OFFICE 651-450-5000 SERVICE 651-450-5200

Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

143. WELDONDiscount from current price list 20 OFF LIST % PARTS 10% OFF LISTPrice List No. N/A Date of Price List 3/5/2012Warranty 2-5 YEARS ON SELECTED LED LIGHTING 4 YEARS ON VMUXStocking Distributor? Yes ☐ No ☒Lead time: 2-3 WEEKS FROM ORDER DATEHourly rate for repair and service \$ 50.00 (per hour) ESTIMATE PRIOR TO REPAIRMinimum order (if any) \$ 60.00Handling fee if less than minimum order \$ 25.00

Name/Telephone/Cell/Beeper of Emergency Contact

, E; AMO ROGSBU 330-263-9521 JUSTIN HOWELL 330-464-7707Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO144. WHELEN ENGINEERINGDiscount from current price list 25 OFF LIST %Price List No. PL12.OWL Date of Price List 12/22/2011 THRU 6/30/2012Warranty SEE PRICE SHEETStocking Distributor? Yes ☒ No ☐Lead time: DEPENDS ON THE ITEMHourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIRMinimum order (if any) \$ 60.00Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

WHELEN 860-526-9504Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO145. WILL BURTDiscount from current price list 10 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDERPrice List No. N/A Date of Price List 4/1/2011Warranty 2 YEARS FROM DATE OF PURCHASE

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes ☐ No ☒

Lead time: 2-3 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ 150.00 (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

JEFF MILLIGAN 330-684-5298

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

146. **WINCO GENERATORS**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact

Have you supplied the required Catalogs and List Price Sheets? ☐ YES ☐ NO

147. **WINDSOL**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes ☐ No ☐

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

148. **WILLIAMS FOAM**

Discount from current price list 25% ABOVE COST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List 1/1/2011

Warranty 20 YEARS FROM DATE OF PURCHASE

Stocking Distributor? Yes X No _____

Lead time: 1 WEEK FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ 5 GALLONS

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact _____

DON LEEDY 651-336-1000

Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO

149. **WORDEN**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

150. **ZEPHYR**

Discount from current price list _____ %

Price List No. _____ Date of Price List _____

Warranty _____

Stocking Distributor? Yes _____ No _____

Lead time: _____

Hourly rate for repair and service \$ _____ (per hour)

Minimum order (if any) \$ _____

Handling fee if less than minimum order \$ _____

Name/Telephone/Cell/Beeper of Emergency Contact _____

Have you supplied the required Catalogs and List Price Sheets? _____ YES _____ NO

151. **ZIAMATIC**

Discount from current price list 25 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List 1/1/2012

Warranty 90 DAYS FROM DATE OF PURCHASE

Stocking Distributor? Yes _____ No X

Lead time: 1-15 DAYS DEPENDS ON THE ITEM

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ 25.00

Handling fee if less than minimum order \$ 5.00

Name/Telephone/Cell/Beeper of Emergency Contact _____

MIKE ADAMS VP 800-711-3473

Have you supplied the required Catalogs and List Price Sheets? X YES _____ NO

152. **ZICO**

Discount from current price list 25 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List 1/1/2012

Warranty 90 DAYS FROM DATE OF PURCHASE

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Stocking Distributor? Yes ☐ No ☒

Lead time: 1-15 DAYS DEPENDS ON THE ITEM

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ 25.00

Handling fee if less than minimum order \$ 5.00

Name/Telephone/Cell/Beeper of Emergency Contact

MIKE ADAMS VP 800-711-3473

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

Replacement parts, repair and service not previously noted that your firm may wish to bid (attach additional sheets if necessary).

Part/Repair/Service Bidding:
FIRE.COM

Discount from current price list 15 OFF LIST %

Price List No. N/A Date of Price List 1/1/2012

Warranty 2 YEARS FROM DATE OF PURCHASE

Stocking Distributor? Yes ☒ No ☐

Lead time: 2 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ _____ (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

BARRY JACKSON 859-489-8595

Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO

Will your firm accept Visa? Yes ☒ No ☐

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Additional Sheet

Manufacturer: TRUE NORTH GEAR

Discount from current price list 10 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List 1/1/2012

Warranty LIMITED LIFETIME

Stocking Distributor? Yes X No

Lead time: 2 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ 5.00 LESS THAN 125.00

Name/Telephone/Cell/Beeper of Emergency Contact

DREW MELSON 302-260-1100

Have you supplied the required Catalogs and List Price Sheets? X YES NO

Manufacturer: TNT RESCUE TOOLS

Discount from current price list 0 % FREIGHT IS INCLUDED

Price List No. N/A Date of Price List 3/19/2012

Warranty LIMITED LIFETIME

Stocking Distributor? Yes No X

Lead time: 3-4 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour) CONTACT DEAN SHEPARD AT SOUTHERN RESCUE TOOLS

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

DEAN SHEPARD 727-417-4511

Have you supplied the required Catalogs and List YES

Attachment: Complete Lake County Contract 12-08060 (1213 : Fire Department Breathing Apparatus Purchase)

SECTION 4 - PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Additional Sheet

Manufacturer: CET PUMPS

Discount from current price list 10 OFF LIST % +FREIGHT TO BE DE TERMINED AT TIME
OF THE ORDER

Price List No. N/A Date of Price List 3/1/2012

Warranty 2 YEARS ON PUMPS 2 YEARS CAPS 1 YEAR ON SKID UNITS

Stocking Distributor? Yes No X

Lead time: 2-4 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ 400.00

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

JERRY HALPIN 845-863-9219

Have you supplied the required Catalogs and List Price Sheets? X YES NO

Manufacturer: KEY FIRE HOSE

Discount from current price list 40 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME
OF THE ORDER

Price List No. N/A Date of Price List 1/1/2010

Warranty 10 YEAR

Stocking Distributor? Yes X No

Lead time: 4-6 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

TOBY MATTHEWS 800-447-5666

Have you supplied the required Catalogs and List YES

Attachment: Complete Lake County Contract 12-08060 (1213 : Fire Department Breathing Apparatus Purchase)

SECTION 4 - PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Additional Sheet

Manufacturer: EVAC SYSTEMSDiscount from current price list 10 OFF LIST %Price List No. 21 Date of Price List 1/1/2011Warranty LIMITED LIFETIMEStocking Distributor? Yes X NoLead time: 1-3 WEEKS FROM ORDER DATEHourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIRMinimum order (if any) \$ 40.00Handling fee if less than minimum order \$ 10.00

Name/Telephone/Cell/Beeper of Emergency Contact

LAURIE MCCUNE 309-235-9204Have you supplied the required Catalogs and List Price Sheets? X YES NOManufacturer: PTREADEDiscount from current price list 10 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDERPrice List No. N/A Date of Price List 2011Warranty N/AStocking Distributor? Yes X NoLead time: 1 WEEK FROM ORDER DATEHourly rate for repair and service \$ N/A (per hour)Minimum order (if any) \$ N/A 640 GALLON GETS FREE FREIGHTHandling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

JEFFREY SHIRK 770-460-7793

Have you supplied the required Catalogs and List YES

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Additional Sheet

Manufacturer:

PERFORMANCE ADVANTAGE COMPANY

Discount from current price list 10 OFF LIST %

Price List No. N/A Date of Price List 11/15/2011

Warranty LIMITED LIFETIME

Stocking Distributor? Yes X No

Lead time: 1 WEEK FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

MIKE MCGUIRE 888-786-8785

Have you supplied the required Catalogs and List Price Sheets? X YES NO

Manufacturer:

JUNK YARD DOG

Discount from current price list 10 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List 1/25/2012

Warranty LIMITED LIFETIME ON WORKMANSHIP

Stocking Distributor? Yes No X

Lead time: 2-4 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

TOM HURD 215-407-6903

Have you supplied the required Catalogs and List YES

Attachment: Complete Lake County Contract 12-08060 (1213 : Fire Department Breathing Apparatus Purchase)

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Additional Sheet

Manufacturer: FIRE RESEARCH CORPORATION+ FREIGHT TO BE DETERMINED AT TIME
OF THE ORDERDiscount from current price list 15 OFF LIST %Price List No. N/A Date of Price List 4/1/2011Warranty 2-5 YEARS ON LED LIGHTSStocking Distributor? Yes ☐ No ☒Lead time: 1-2 WEEKS FROM ORDER DATEHourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIRMinimum order (if any) \$ N/AHandling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

TOH MENG UP 516-909-2692Have you supplied the required Catalogs and List Price Sheets? ☒ YES ☐ NO**Manufacturer:** COSMAS BOOTSDiscount from current price list 20 OFF LIST %Price List No. N/A Date of Price List 1/1/2012Warranty 3 YEARS FROM DATE OF PURCHASEStocking Distributor? Yes ☒ No ☐Lead time: 1-2 WEEKS FROM ORDER DATEHourly rate for repair and service \$ N/A (per hour)Minimum order (if any) \$ N/AHandling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

MARC BOUCHARD 603-292-6259Have you supplied the required Catalogs and List ☒ YES

Attachment: Complete Lake County Contract 12-08060 (1213 : Fire Department Breathing Apparatus Purchase)

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Additional Sheet

Manufacturer: SAVA TECH

Discount from current price list 25 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List 2012

Warranty 5 YEAR

Stocking Distributor? Yes No X

Lead time: 1-4 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

ERIK STEWART 386-760-0796

Have you supplied the required Catalogs and List Price Sheets? X YES NO

Manufacturer: TURBO DRAFT

Discount from current price list 5 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No. N/A Date of Price List 1/1/2012

Warranty 2 YEAR

Stocking Distributor? Yes X No

Lead time: 1-2 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ 175.00

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

HENRY LOVETT 267-228-6098

Have you supplied the required Catalogs and List YES

Attachment: Complete Lake County Contract 12-08060 (1213 : Fire Department Breathing Apparatus Purchase)

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Additional Sheet

Manufacturer: RESCUE 42

Discount from current price list 5 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDER

Price List No N/A Date of Price List 1/1/2012

Warranty 5 YEARS ON ALL BUT, STRAPS AND BAGS

Stocking Distributor? Yes No X

Lead time: 2 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIR

Minimum order (if any) \$ N/A

Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

LYDIA AGURKIS 888-427-3728

Have you supplied the required Catalogs and List Price Sheets? X YES NO

Manufacturer: EYE SAFETY SYSTEMS

Discount from current price list 5 OFF LIST %

Price List No. N/A Date of Price List 1/1/2012

Warranty 2 YEAR LIMITED

Stocking Distributor? Yes X No

Lead time: 1-4 WEEKS FROM ORDER DATE

Hourly rate for repair and service \$ N/A (per hour)

Minimum order (if any) \$ 325.00

Handling fee if less than minimum order \$ 15.00

Name/Telephone/Cell/Beeper of Emergency Contact

ERIN MORIATY 208-726-4072 EXT 3701

Have you supplied the required Catalogs and List YES

Attachment: Complete Lake County Contract 12-08060 (1213 : Fire Department Breathing Apparatus Purchase)

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Additional Sheet

Manufacturer: CREW BOSS

+ FREIGHT TO BE DETERMINED AT TIME

Discount from current price list 10 OFF LIST % OF THE ORDERPrice List No. N/A Date of Price List 1/1/2012Warranty 1 YEAR FROM DATE OF PURCHASEStocking Distributor? Yes X No Lead time: 4 WEEKS FROM ORDER DATEHourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIRMinimum order (if any) \$ 550.00Handling fee if less than minimum order \$ 15.00

Name/Telephone/Cell/Beeper of Emergency Contact

RYAN DAVISON 541-731-9146Have you supplied the required Catalogs and List Price Sheets? X YES NOManufacturer: LEADER NORTH AMERICADiscount from current price list 25 OFF LIST %Price List No. N/A Date of Price List 12/2011Warranty 6 YEAR 2 YEAR ON HONDA MOTORS ONLYStocking Distributor? Yes X No Lead time: 2-4 WEEKS FROM ORDER DATEHourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIRMinimum order (if any) \$ N/AHandling fee if less than minimum order \$ NA/

Name/Telephone/Cell/Beeper of Emergency Contact

CHRIS FOX 704-348-6720Have you supplied the required Catalogs and List YES

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

Additional Sheet

Manufacturer: RESCUE TECHNOLOGYDiscount from current price list 5 OFF LIST % + FREIGHT TO BE DETERMINED AT TIME OF THE ORDERPrice List No. N/A Date of Price List 1/27/2012Warranty LIMITED TO (1) YEARStocking Distributor? Yes X No Lead time: 1-12 WEEK FROM ORDER DATEHourly rate for repair and service \$ N/A (per hour) ESTIMATE PRIOR TO REPAIRMinimum order (if any) \$ 125.00Handling fee if less than minimum order \$ 15.00

Name/Telephone/Cell/Beeper of Emergency Contact

BERNARD HAYNE 770-832-9694Have you supplied the required Catalogs and List Price Sheets? X YES NO **Manufacturer:** NATIONAL FOAMDiscount from current price list 20 OFF LIST % +FREIGHT TO BE DETERMINED AT TIME OF THE ORDERPrice List No. N/A Date of Price List 2/1/2011Warranty LIMITEDStocking Distributor? Yes No XLead time: 1 WEEK FROM ORDER DATEHourly rate for repair and service \$ N/A (per hour)Minimum order (if any) \$ 125.00Handling fee if less than minimum order \$ N/A

Name/Telephone/Cell/Beeper of Emergency Contact

CHRIS CARSON 919-815-0081Have you supplied the required Catalogs and List YES

Attachment: Complete Lake County Contract 12-08060 (1213 : Fire Department Breathing Apparatus Purchase)

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES

ITB Number: 12-0806

By Signing this Bid the Bidder Attests and Certifies that:

- It satisfies all legal requirements (as an entity) to do business with the County.
- The undersigned vendor acknowledges that award of a contract may be contingent upon a determination by the County that the vendor has the capacity and capability to successfully perform the contract.
- The bidder hereby certifies that it understands all requirements of this solicitation, and that the undersigned individual is duly authorized to execute this bid document and any contract(s) and/or other transactions required by award of this solicitation.

Certification Regarding Acceptance of County Electronic Payable Process

Vendor will accept payment using the County's VISA- based electronic payment system: ☒ Yes ☐ No

Purchasing Agreements with Other Government Agencies

This section is optional and will not affect contract award. If Lake County awarded you the proposed contract, would you sell under the same terms and conditions, for the same price, to other governmental agencies in the State of Florida? Each governmental agency desiring to accept to utilize this contract shall be responsible for its own purchases and shall be liable only for materials or services ordered and received by it. ☒ Yes ☐ No (Check one)

Certification Regarding Felony Conviction

Has any officer, director, or an executive performing equivalent duties, of the bidding entity been convicted of a felony during the past ten (10) years? ☐ Yes ☒ No (Check one)

Conflict of Interest Disclosure Certification

Except as listed below, no employee, officer, or agent of the firm has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and, this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

DUNS Number (Insert if this action involves a federal funded project): 03-968-0376

General Vendor Information and Bid Signature:

Firm Name: TEN-8 FIRE EQUIPMENT, INC.
 Street Address: 2904 59TH AVENUE DRIVE EAST BRADENTON, FL 34203
 Mailing Address (if different): _____
 Telephone No.: (800) 228-8368 Fax No.: (941) 756-2598 E-mail: info@ten8fire.com
 FEIN No. 59 - 2812764 Prompt Payment Terms: _____ % _____ days, net 30
 Signature: Monte Sims Date: 3-19-12
 Print Name: Monte Sims Title: Sales Rep.

Award of Contract by the County: (Official Use Only)

By signature below, the County confirms award to the above-identified vendor under the above identified solicitation. A separate purchase order will be generated by the County to support the contract.

Vendor awarded as:

- ☐ Sole vendor ☒ Pre-qualified pool vendor based on price
☐ Pre-qualified pool vendor (spot bid) ☐ Primary vendor for items: _____
☐ Secondary vendor for items: _____ ☐ Other status: _____

Signature of authorized County official: Roseann Johnson Date: 6-12-12
 Printed name: Roseann Johnson Title: Asst. Contracting Officer
 Purchase Order Number assigned to this contract for billing purposes: TBD

Attachment: Complete Lake County Contract 12-08060 (1213 : Fire Department Breathing Apparatus Purchase)

SECTION 5 – ATTACHMENTS

ITB Number: 12-0806

THE FOLLOWING DOCUMENTS ARE ATTACHED

Attachment 1: Work References

92

Attachment: Complete Lake County Contract 12-08060 (1213 : Fire Department Breathing Apparatus Purchase)

SECTION 5 – ATTACHMENTS

ITB Number: 12-0806

WORK REFERENCES

Agency	VOLUSTA COUNTY FIRE SERVICE
Address	125 W. NEW YORK AVENUE, SUITE 220
City,State,ZIP	DELAND, FL 32720
Contact Person	VANN CADE
Telephone	386--527-6613
Date(s) of Service	ON-GOING
Type of Service	EQUIPMENT AND APPARATUS
Comments:	

Agency	OSCEOLA COUNTY FIRE SERVICES
Address	320 N. BEAUMONT AVENUE
City,State,ZIP	KISSIMMEE, FL 34741
Contact Person	TERIA KNICKERBOCKER
Telephone	321-624-8176
Date(s) of Service	ON- GOING
Type of Service	EQUIPMENT AND APPARATUS
Comments:	

Agency	ORANGE COUNTY FIRE SERVICE
Address	4400 VINELAND ROAD
City,State,ZIP	ORLANDO, FL 32811
Contact Person	HECTOR ACEVEDO
Telephone	407-836-8243
Date(s) of Service	ON-GOING
Type of Service	MISC. EQUIPMENT
Comments:	



CERTIFICATE OF LIABILITY INSURANCE

TEN8F-1

OP ID: RA

DATE (MM/DD/YYYY)

03/07/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Gifford-Holden Ins Inc P. O. Box 428 Venice, FL 34284 Russ Gifford		941-484-0681 941-485-3835	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):																					
INSURED Ten-8 Fire Equipment Inc & Ten 8 Fire & Safety Equipment of Georgia, LLC 2904 59th Ave Dr E Bradenton, FL 34203		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Valley Forge Insurance Co</td> <td>20508</td> </tr> <tr> <td>INSURER B:</td> <td>National Fire Ins Co</td> <td>20478</td> </tr> <tr> <td>INSURER C:</td> <td>Continental Casualty Co</td> <td>20443</td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>			INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Valley Forge Insurance Co	20508	INSURER B:	National Fire Ins Co	20478	INSURER C:	Continental Casualty Co	20443	INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																									
INSURER E:																									
INSURER F:																									

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER ☐ POLICY ☒ PRO-JECT ☐ LOC	X	X	2091595545	07/30/11	07/30/12	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1/2000000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☒ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ☒ PIP \$10000	X	X	2071988532	07/30/11	07/30/12	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
C	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☒ DED ☒ RETENTION \$ 10000	X	X	2048055914	07/30/11	07/30/12	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$ ☒ WC STATU- TORY LIMITS ☐ OTH- ER
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	2067574121	01/01/12	01/01/13	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Garage Liab			2071988532	07/30/11	07/30/12	Occ/Agg 1m/2m
B	GKLL			2071988532	07/30/11	07/30/12	GKLL 1,600,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Lake County, A Political subdivision of the State of Florida, and the Board of County Commissioners are included as additional insured as their interest may appear on all applicable liability policies.

CERTIFICATE HOLDER

CANCELLATION

LAKE015

Lake County, A Political
 Subdivision of the State of FL
 & the Board of County Comm
 PO BOX 7800
 TAVARES, FL 32778-7800

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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TEN-8

**FIRE
EQUIPMENT
INC.**
IN SERVICE TO SERVE YOU

2904 59TH AVENUE DRIVE EAST
BRADENTON, FL 34203

IN FLA: 1-800-228-8368

PHONE: 941-756-7779

FAX: 941-756-2598

or visit us at: www.ten8fire.com

141 MARITIME DRIVE
SANFORD, FL 32771

PHONE: 407-328-5081

FAX: 407-328-5083

SALES QUOTE

Sales Quote Number: Q150016

Sales Quote Date: 10/21/15

Page: 1

Sell To: HOLLY HILL FIRE DEPT
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117-2898

Ship To: HOLLY HILL FIRE DEPT.
1020 DAYTONA AVE
HOLLY HILL, FL 32117

Ship Via: STANDARD DELIVERY
Payment terms: NET 30 DAYS

Ten-8 Contact: FLEADER
Customer ID: HOLLY

Item No.	Description	Unit	Quantity	Unit Price	Total Price
	MSA-SCBA:PN# AGIFS422MB2C2LAR, THAT MEETS AND EXCEEDS NFPA LESS CYLINDER & FACEPIECE, INCLUDING DOUBLE PULL WAIST STRAP WITH CHEST STRAP, 4500 PSI WORKING PRESSURE, INTEGRATED HEADS UP DISPLAY AND VOICE AMPLIFICATION, EXTENDABLE II, BASIC LUMBAR PAD AND RECHARGEABLE BATTERY. LIST \$6920.00 *****	EACH	5	4,641.00	23,205.00
	AG1FPFM1M5C1, MSA-G1 FACEPIECE LIST \$390.00	EACH	12	261.59	3,139.08
	Transferred to page 2.....				26,344.08

Attachment: Holly Hill revised SCBA quote (1213 : Fire Department Breathing Apparatus Purchase)

TEN-8 FIRE EQUIPMENT INC.

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Ten-8 Contact: FLEADER
Customer ID: HOLLY

Item No.	Description	Unit	Quantity	Unit Price	Total Price
	Transferred from page 1..... *****				26,344.08
MSA-10156424	CYL & VALVE 4500 45-MIN LP, LIST \$1390.00 *****	EACH	12	899.41	10,792.92
	MSA-G1 HARD CASE, LIST \$180.00 *****	EACH	1	127.65	127.65
	G1-RECHARGEABLE 6-PACK BATTERY CHARGER LIST \$877.00 *****	EACH	1	501.64	501.64
	Transferred to page 3.....				37,766.29

Attachment: Holly Hill revised SCBA quote (1213 : Fire Department Breathing Apparatus Purchase)

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1020 DAYTONA AVE
HOLLY HILL, FL 32117

Ship Via: STANDARD DELIVERY
Payment terms: NET 30 DAYS

Ten-8 Contact: FLEADER
Customer ID: HOLLY

Item No.	Description	Unit	Quantity	Unit Price	Total Price
	Transferred from page 2..... PLEASE NOTE WE PIBBYBACKED ON THE LAKE CONTY CONTRACT # 12-08060 EXCEEDING THE MINIMIM DISCOUNT OF 15% AS SEEN ON PAGE 62 OF THE CONTRACT.				37,766.29

Amount Subject to Sales Tax	0.00	Amount Exempt from Sales Tax	37,766.29	Subtotal:	37,766.29
				Invoice Discount:	0.00
				Sales Tax:	0.00
				Total:	37,766.29

Quote submitted by: FLEADER
This Quote is valid until 11/20/15

Attachment: Holly Hill revised SCBA quote (1213 : Fire Department Breathing Apparatus Purchase)



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**City Commission
Agenda Item**

MEETING DATE: November 10, 2015
FROM: Valerie Manning
SUBJECT: US1 Trash Receptacles
NUMBER: (ID # 1220)
APPLICANT:
PLANNER:

DISCUSSION:

In an effort to add to the beautification of the US1 corridor and to encourage an environment of public-private partnership, the purchasing of (10) decorated trash receptacles with matching poles is proposed.

This program is anticipated to be similar to that of the Adopt-a-Highway program. The receptacles will be placed near bus stops along US1, with businesses encouraged to adopt and maintain the receptacle and area. Participating businesses will benefit from this program as signs will be placed near the receptacles stating that the area is being maintained by the participating businesses. Business owners will be responsible for the installation, location, and maintenance of the receptacles.

FISCAL ANALYSIS:

15 gallon decorative waste receptacles are available for \$240.00 each when purchased in a quantity of ten. The matching posts for these receptacles are available for \$51.85 each. A shipping estimate for this purchase is \$262.07.

12"x18" aluminum signs are available for \$39.90 each, and can be mounted on the same post as the receptacles. These can be picked up locally.

The total cost of this purchase is anticipated to be \$3,579.57. Additional costs may be incurred for installation but will be handled by city employees.

Attached is an amendment moving funds from a capital project fund to operating supplies

STAFF RECOMMENDATION:

Approve the implementation of the trash receptacle program along the US1 corridor.

COMMISSION GOAL:

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:

Approve the implementation of the trash receptacle program along the US 1 corridor. Budget amendment approval is not required as it is within the City Manager's spending authority.

- Decorative Trash Receptacle (JPG)
- Decorative Trash Receptacle Post (JPG)
- Budget Amendment (PDF)

8.2.a

Attachm

Packet Pg. 242



8.2.b

Attachm

Packet Pg. 243

Revision Date: 11/11/15

CITY OF HOLLY HILL
Budget Amendment Request
Fiscal Year 2014-2015

Requesting Department

CRA Admin

Date

11/10/2015

TAKE FUNDS FROM ACCOUNT NUMBER:

130-5510-552-62-00

ACCOUNT DESCRIPTION:

CRA/Buildings

AMOUNT:

5,000.00

Total

5,000.00

ADD FUNDS TO ACCOUNT NUMBER:

130-5510-552-52-01

CRA/Operating Supplies

5,000.00

Total

5,000.00

Purpose of Transfer: (include as much detail as possible)

FOR COMMISSION APPROVAL:

Transfer funds from Market Reroof Phase 2 to Operating Supplies budget to purchase Trash Receptacles to be placed along US 1.

Note: Funds can only be transferred within the same fund and same department without requiring further commission action. In addition funds can only be expended after amendment is completed.

----- Management Approvals -----

Department Head Signature

Date

City Manager Signature

Date

----- For Finance Use Only -----

Step 1: Finance Review

Finance Director Signature

Date

Step 2: Budget Adjustment Entry

Funds are available for this request?

☐ Yes ☐ No

HTE Group #

Employee Signature

Date



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**City Commission
Agenda Item**

MEETING DATE: November 10, 2015
FROM: Valerie Manning
SUBJECT: Re-Roof the Market Phase I
NUMBER: (ID # 1221)
APPLICANT:
PLANNER:

DISCUSSION:

It has been determined that the conditions of the roofs on all wings of the Market, located at 101 Second Street, are in considerable disrepair. As such, a timetable of repair has been proposed in three discrete phases. The first of these phases is to repair the roof of the west wing of the Market, which is home to the Chucherias Hondurenas restaurant.

The current roof on the west wing has no insulation, which is assumed to elevate the cost of heating and cooling the building. In addition, the shingles of this roof are in significant disrepair.

The specifications for this re-roofing project include adding 6" of insulation to the roof, adding 2 layers of modified bitumen membranes, adding a reflective cap sheet and new asphalt shingles.

FISCAL ANALYSIS:

\$150,000 was allocated towards this project in the 2014-2015 budget. These funds have been carried over into the current fiscal year.

On July 16, 2015 a bid opening was held for this project. The low responsive bid for this work was a base bid of \$48,426 offered by R&R Industries.

STAFF RECOMMENDATION:

Approve the contract with R&R Industries for the repair of the roof on the west wing of the Market.

COMMISSION GOAL:

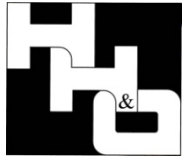
Goal #1: Develop and maintain a sound and sustainable financial plan for the city that establishes sufficient reserves for all funds, ensures (whenever possible) that user fees pay for services rendered, provides a realistic capital improvement program, and encourages public/private sector partnerships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

APPROVE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH R&R INDUSTRIES FOR THE REPAIR OF THE ROOF ON THE WEST WING OF THE MARKET.

- Contract Award Recommendation (PDF)
- Market Re-Roof Phase I Plans (PDF)
- R&R Bid Documents Market Phase I (PDF)

**HAWKINS, HALL & OGLE ARCHITECTS, INC.**

208 MAGNOLIA AVENUE
DAYTONA BEACH, FL 32114
(386) 255-6163 FAX (386) 257-5650

AA-C000925

July 21, 2015

Jacki Maswary
Public Works Director
City of Holly Hill

Re: Re-roofing project for the Market Restaurant
Recommendation of Contract Award

Jacki,

I have reviewed the bids received from R&R Industries, Inc. and A.A.T. Roofing, LLC for the above referenced project. Upon evaluation of the base bid and the alternates, R&R Industries is clearly the low responsive bidder. The products they are utilizing for the project are as specified and I believe they are capable of completing the project successfully. Additionally, I reviewed the numbers for the two alternates and do not recommend accepting them, as both of them would be adds to the base contract amount.

I recommend that the City accept the base bid from R&R Industries, Inc. of \$48,426.00 for the project and proceed with contract signing if it is acceptable to the City Commission. Let me know if you have any questions or require anything further from our office.

Respectfully,

A handwritten signature in black ink, appearing to read 'David Ogle', with a stylized flourish at the end.

David Ogle
Vice President

Attachment: Contract Award Recommendation (1221 : Re-Roof the Market Phase I)

JOHN E. HALL

DAVID D. OGLE

RE-ROOFING PROJECT

FOR

THE MARKET RESTAURANT

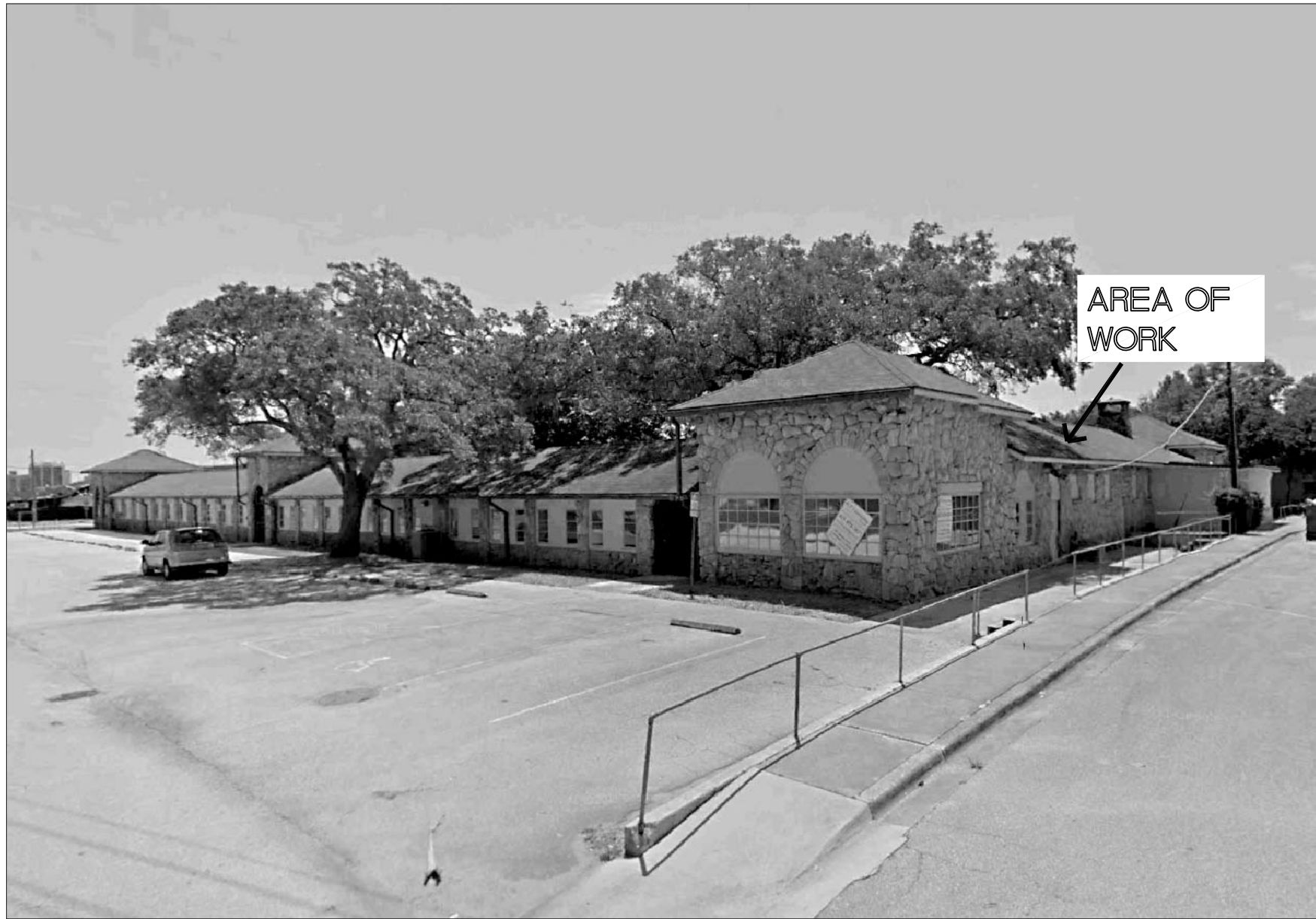
HOLLY HILL, FLORIDA



LOCATION MAP
MARKET RESTAURANT



AREA OF WORK
MARKET RESTAURANT



AREA OF WORK WEST END OF BUILDING
VIEW FROM INTERSECTION OF 2ND STREET AND BURLEIGH AVE.

90% CONSTRUCTION DOCUMENTS

27-MAY-2015

SCHEDULE OF DRAWINGS

- CS COVER SHEET/ SCHEDULE OF DRAWINGS
- ARCHITECTURAL
- A20 NEW ROOF PLAN/ SECTIONS/ DETAILS
- A21 EXTERIOR ELEVATIONS/ DETAILS
- A22 EXISTING PHOTOS

PROJECT ADDRESS:
101 2ND STREET
HOLLY HILL, FL. 32117

NO.	△	REVISION/ SUBMISSIONS	DATE

SEAL	COMMISSION NO.	SCALE	SHEET NO.
	1429		
	PROJECT ARCH: JEH		
	DRAWN: JEH		
	CHECKED: JEH		
	DATE: 27-MAY-2015		

HAWKINS, HALL AND OGLE
ARCHITECTS, INC. AA-C00925
P 386.1.255 / 6163 208 Magnolia Ave
F 386.1.257 / 5860 Daytona Beach, FL 32114

RE-ROOFING PROJECT
THE MARKET RESTAURANT
HOLLY HILL, FLORIDA

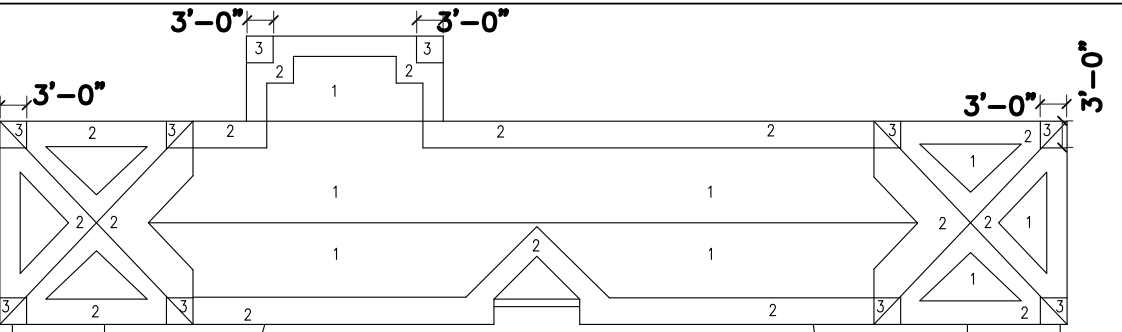
STRUCTURAL LOADING REQUIREMENTS

1. BUILDING CODE: 2010 EDITION OF THE FLORIDA BUILDING CODE (FBC) W/ 2012 SUPPLEMENTS
2. ROOF LOADS: LIVE LOAD (PSF): 20 FLAT ROOF
DEAD LOAD (PSF): 20 TOTAL
3. WIND LOAD: 140 MPH ULT. WIND SPEED; 108 MPH NOM. WIND SP. 3 SECOND GUST EXPOSURE C (ENCLOSED) ±0.18

COMPONENTS/ CLADDING WIND LOAD SCHEDULE

DESIGN WIND LOAD		COMPONENT	DESIGN PRESSURES
MPH	EXPOSURE		
140	C	ROOF	NEGATIVE PRESSURE ZONE 1 -24 PSF ZONE 2 -42 PSF ZONE 3 -61 PSF

ROOF ZONES



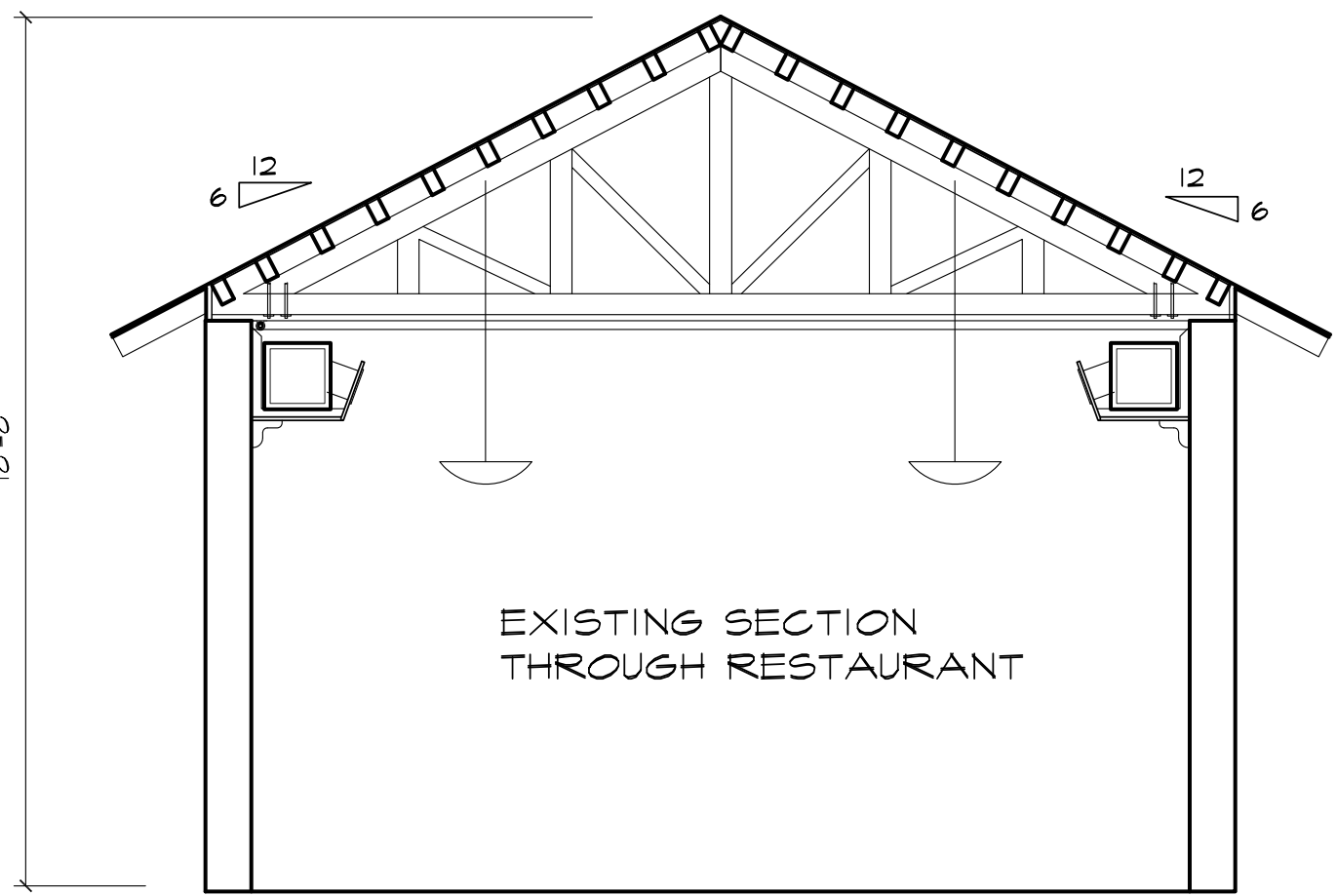
DESIGN PRESSURES (NEGATIVE)				OVERHANG DESIGN PRESSURES (NEGATIVE)	
AREA (S.F.)	ZONE 1	ZONE 2	ZONE 3	ZONE 2	ZONE 3
≤ 10	-24 PSF	-42 PSF	-61 PSF	-48 PSF	-82 PSF
50	-22 PSF	-34 PSF	-52 PSF		
100	-22 PSF	-30 PSF	-48 PSF		
ALL POSITIVE LOADS 15 PSF					

- NOTES:
1. LOADINGS PER ASCE 7-10, FBC 2010
2. ALL LOADS ARE NOMINAL LOADS

MARKET RESTAURANT
NEW ROOF PLAN - WEST WING

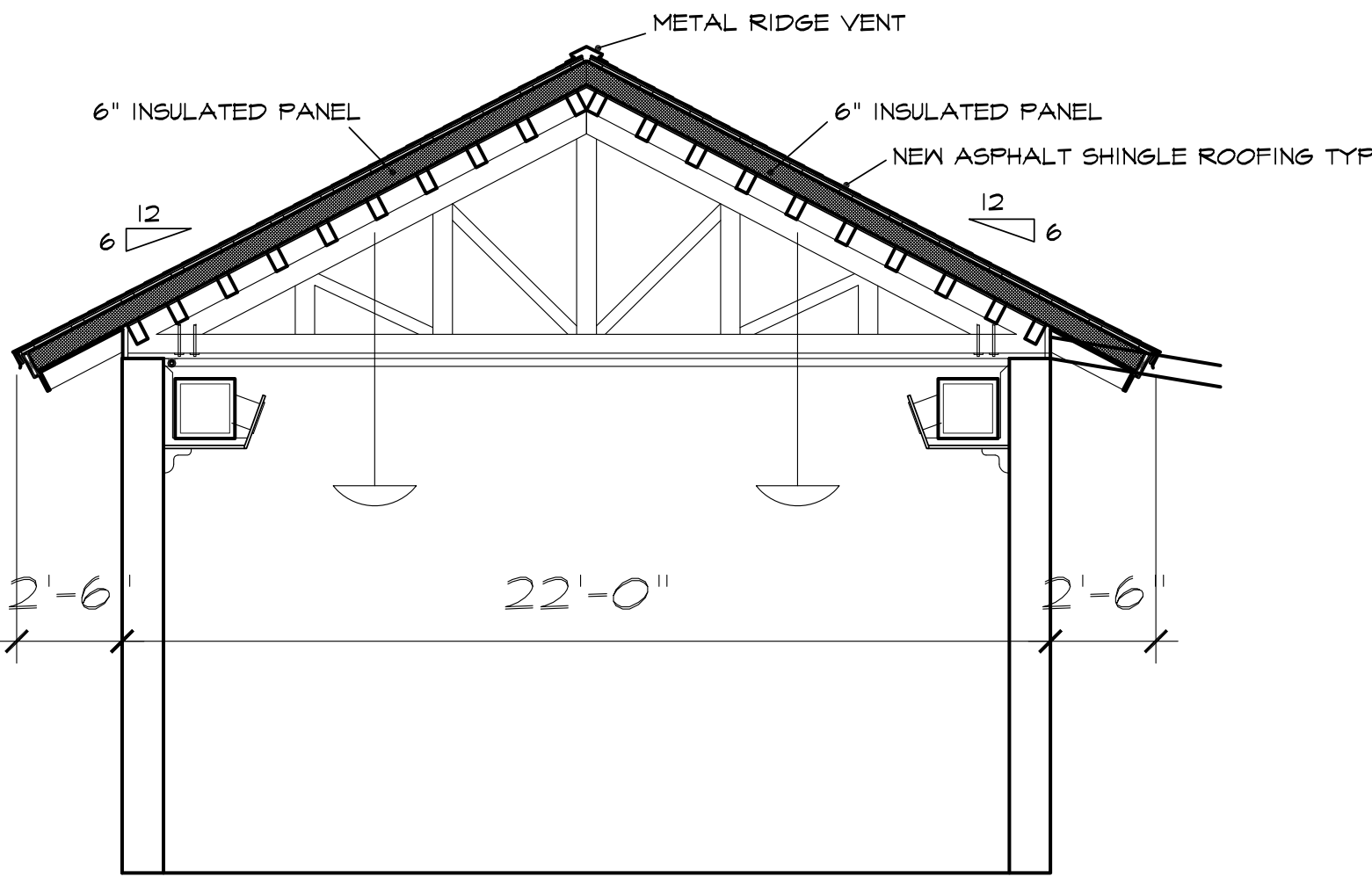
PROJECT ADDRESS:
101 2ND STREET
HOLLY HILL, FL. 32117

SCALE 1/8" = 1'-0"



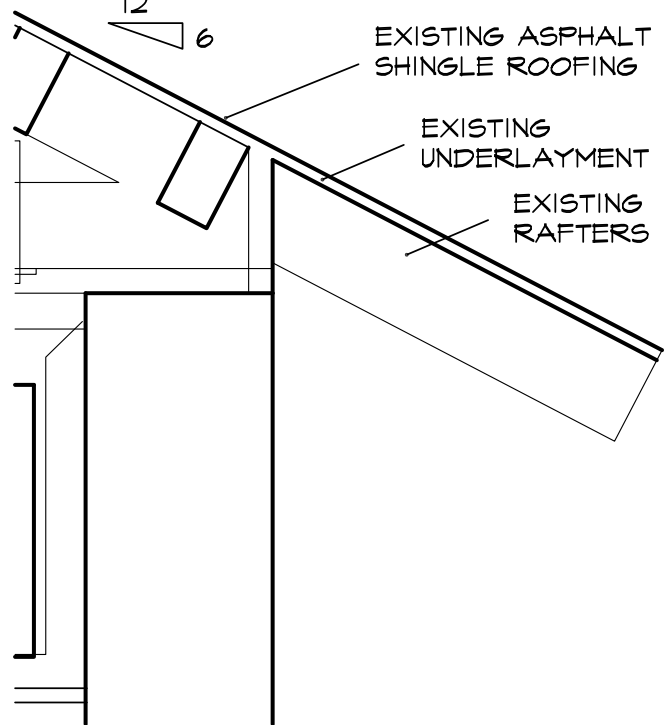
1A BUILDING SECTION

EXISTING SCALE 1/4" = 1'-0"



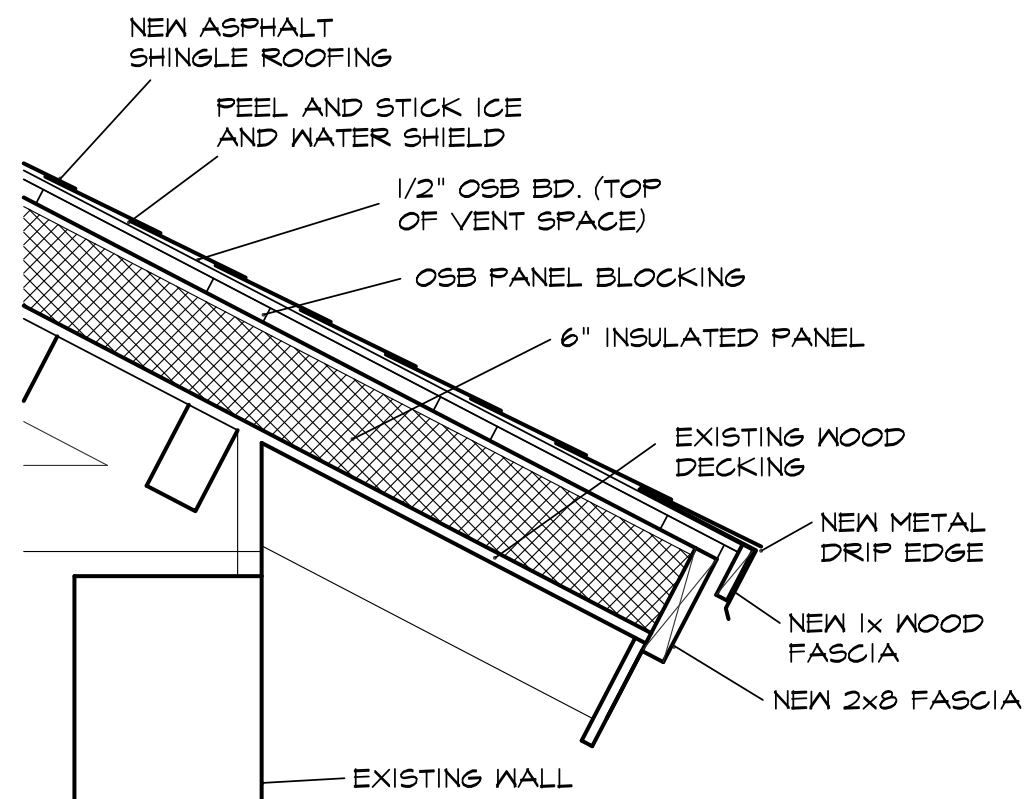
1B BUILDING SECTION

NEW SCALE 1/4" = 1'-0"



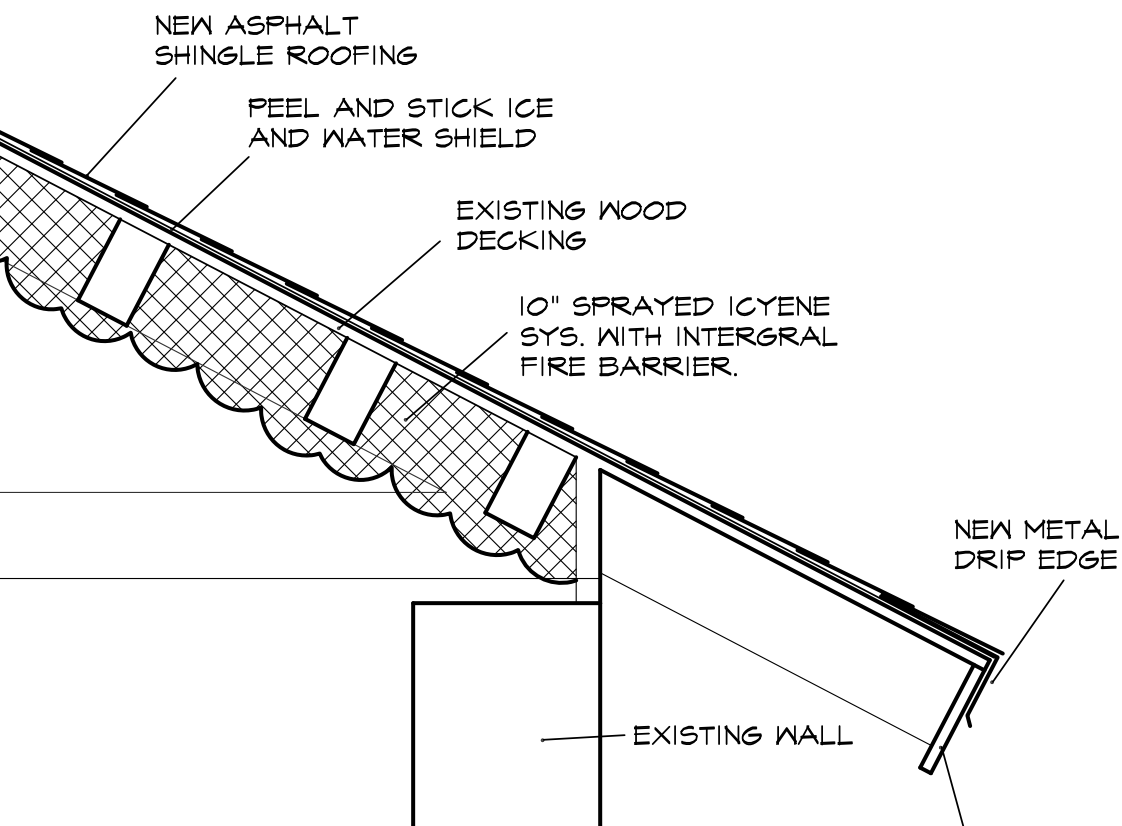
2A SECTION

EXISTING SCALE 1" = 1'-0"



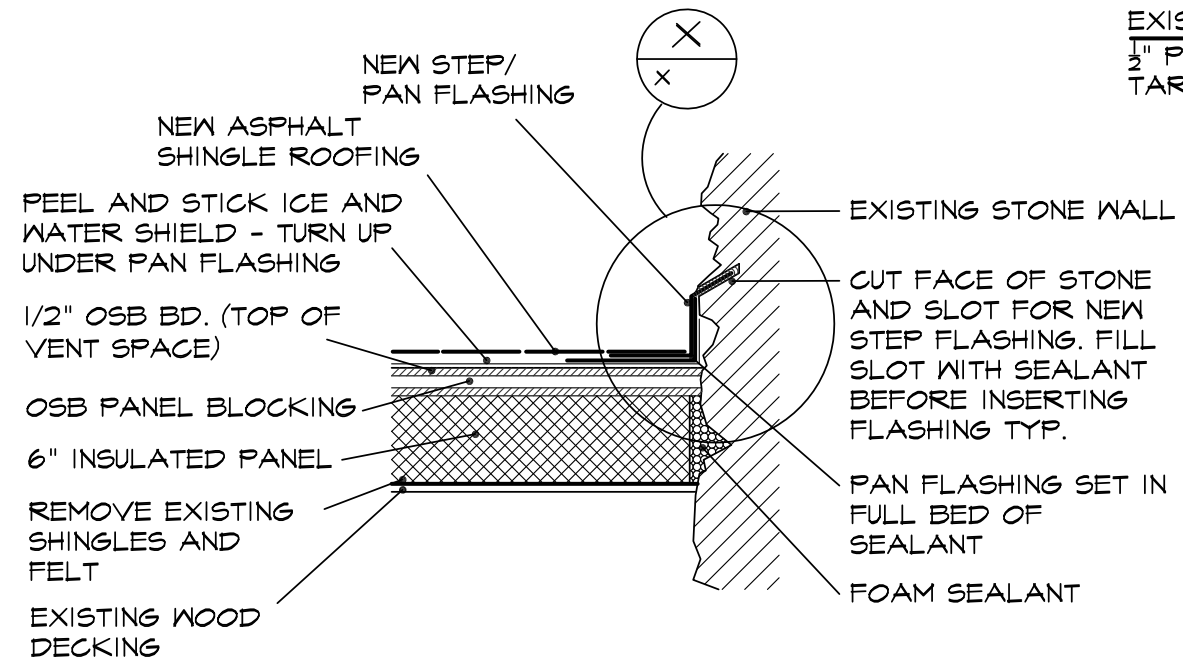
2B SECTION

NEW - TYPICAL FASCIA SCALE 1" = 1'-0"



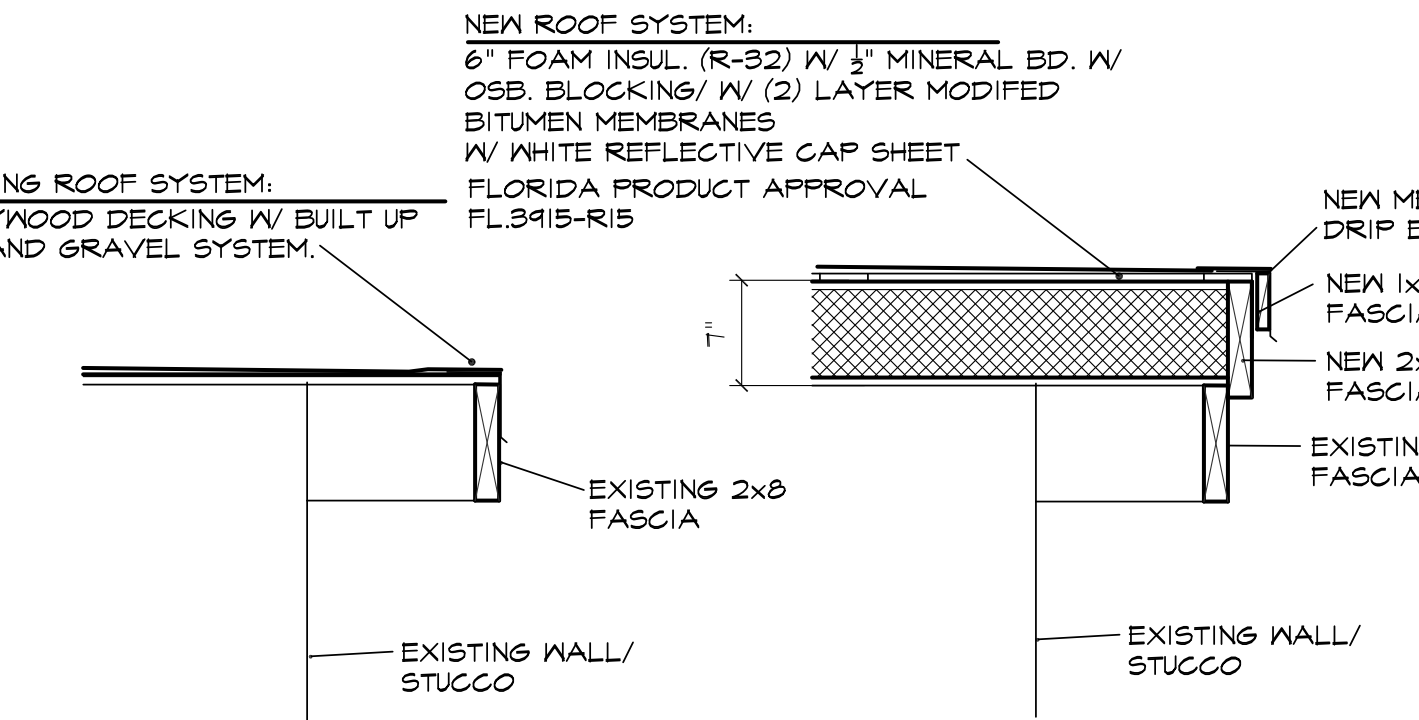
2C SECTION

ALTERNATE AT TOWERS SCALE 1" = 1'-0"



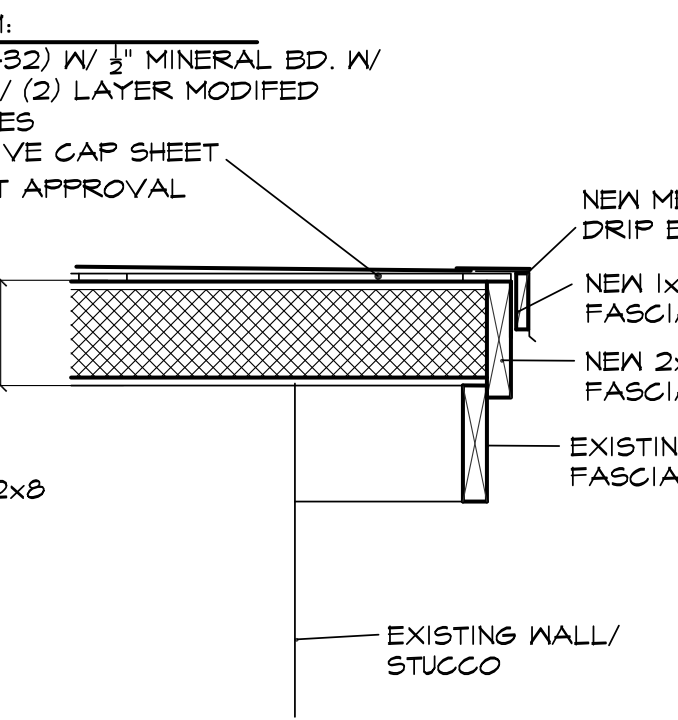
3 SECTION

AT CHIMNEY OR SIDE WALL SCALE 1" = 1'-0"



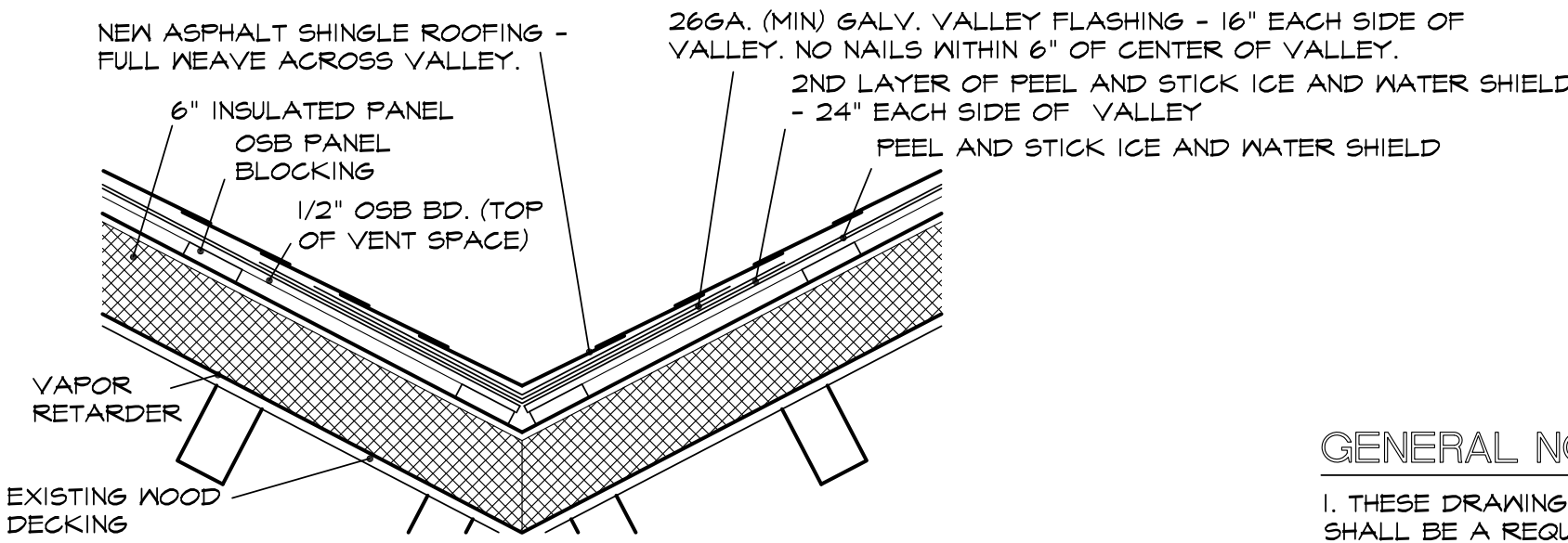
4A SECTION

EXISTING SCALE 1" = 1'-0"



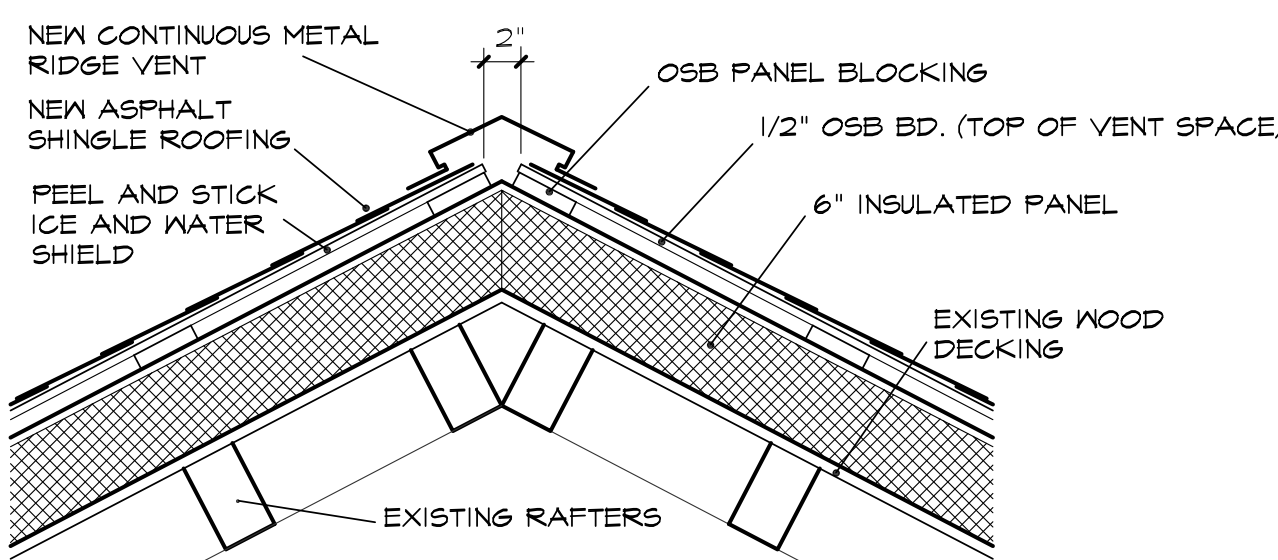
4B SECTION

NEW SCALE 1" = 1'-0"



6 SECTION

AT VALLEY SCALE 1" = 1'-0"



5 SECTION

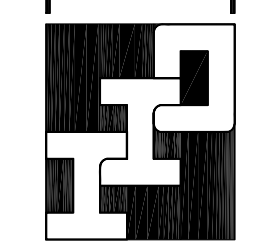
AT RIDGE VENT SCALE 1" = 1'-0"

GENERAL NOTES

1. THESE DRAWINGS AND THE PROJECT MANUAL ARE COMPLEMENTARY, AND ANY REQUIREMENT OF ONE SHALL BE A REQUIREMENT OF THE OTHER. IT IS THE CONTRACTOR'S RESPONSIBILITY TO EXAMINE THE DRAWINGS AND SPECIFICATIONS AND TO COMPARE THE REQUIREMENTS OF EACH DIVISION (I.E. CIVIL, ARCHITECTURAL, STRUCTURAL, ELECTRICAL, ETC.) AND ENSURE THAT EACH TRADE OR SUBCONTRACTOR IS MAKING THE ALLOWANCES NECESSARY TO PROVIDE THE OWNER A COMPLETE FACILITY, OPERATIONAL IN ALL RESPECTS, UNLESS OTHERWISE SPECIFICALLY NOTED IN THE DRAWINGS OR PROJECT MANUAL. IT IS ALSO THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE ARCHITECT/ENGINEER OF ANY DEFICIENCIES OR DISCREPANCIES AMONG THE DIVISIONS OF THE DRAWINGS AND SPECIFICATIONS PRIOR TO BID DATE. NEITHER THE OWNER NOR ARCHITECT/ENGINEER WILL BE RESPONSIBLE FOR ANY DEFICIENCIES OR DISCREPANCIES RAISED AFTER THE BID OPENING. ACCORDINGLY, IN LIGHT OF THESE OBLIGATIONS, THE ARCHITECT/ENGINEER IS OBLIGATED TO INTERPRET THE DRAWINGS AND SPECIFICATIONS IN A MANNER THAT WILL PROVIDE THE OWNER WITH A COMPLETE, FUNCTIONING FACILITY FOR THE BID PRICE.
2. ALL IMPROVEMENTS MUST BE MADE IN ACCORDANCE WITH THE 2010 FLORIDA BUILDING CODE WITH 2012 AMENDMENTS.
3. ANY AND ALL DEVIATIONS FROM SPECIFIED PRODUCTS MUST BE APPROVED BY THE ARCHITECT.
4. PAINT ALL NEW SURFACES AS SCHEDULED AND AS REQUIRED TO ASSURE A UNIFORM APPEARANCE.
5. ALL PROPOSED CONSTRUCTION IS PURSUANT TO INFORMATION SHOWN ON THESE PLANS AND LOCAL CODES. OBTAIN ALL NECESSARY LICENSES AND PERMITS, UNLESS PREVIOUSLY OBTAINED BY THE OWNER.
6. PROVIDE SAFE, SUFFICIENT, AND PROPER FACILITIES AT ALL TIMES FOR THE INSPECTION OF THE WORK BY THE OWNER, ARCHITECT/ENGINEER, AND ALL APPROPRIATE GOVERNMENTAL AND REGULATORY AGENCIES.
7. CONSTRUCT THE PROJECT TO COMPLY WITH 2010 FLORIDA BUILDING CODE WITH 2012 AMENDMENTS, CHAPTER 16, FOR STRUCTURAL DESIGN LOADS INCLUDING APPLICABLE WINDLOADS AND UPLIFT, AND ADOPTED AMENDMENTS AS REQUIRED BY CITY ORDINANCE. CERTIFY THAT ALL CONNECTIONS HAVE BEEN CHECKED TO WITHSTAND ALL APPLICABLE LOADS. REFER TO STRUCTURAL DRAWING.

RE-ROOFING PROJECT
THE MARKET RESTAURANT
HOLLY HILL, FLORIDA

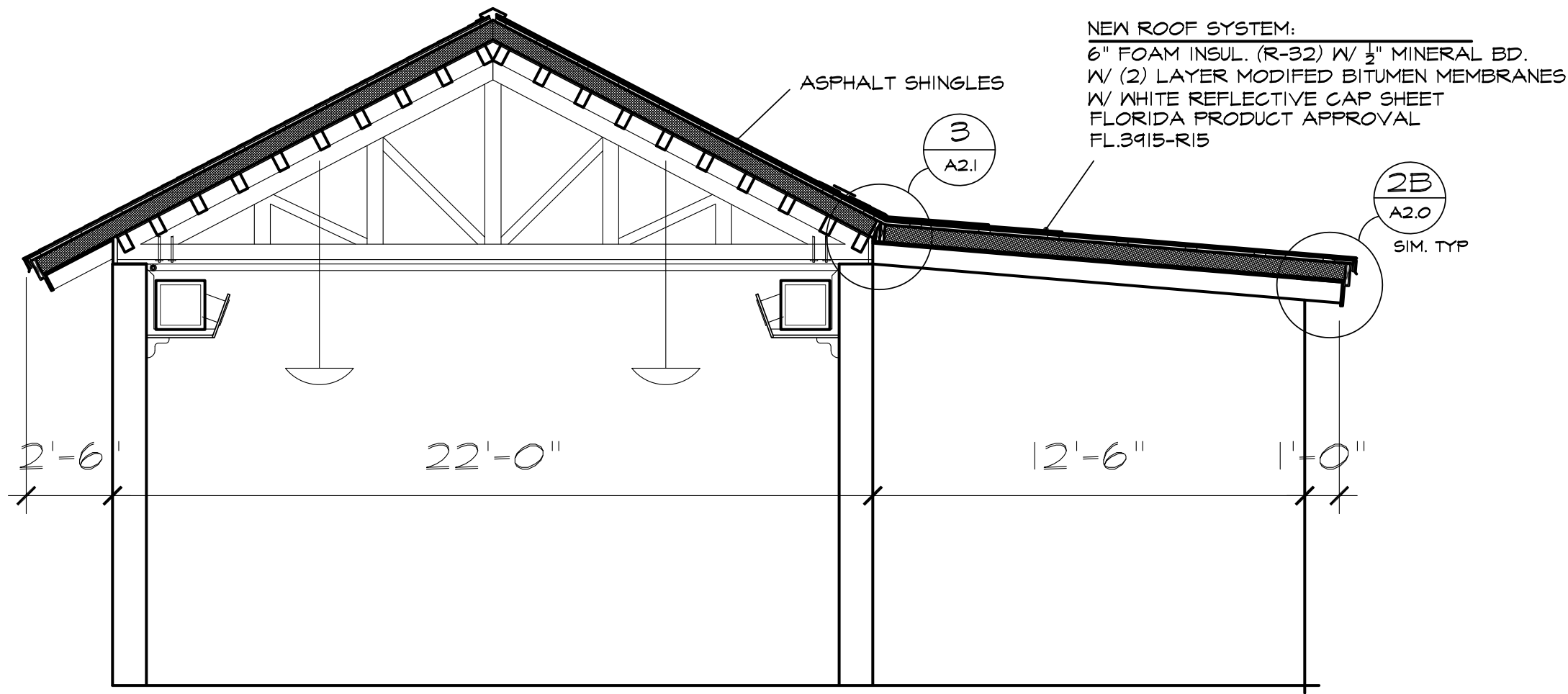
HAWKINS, HALL AND OGLE
ARCHITECTS, INC. AA-C000925
P 386 1 855 1 6163
F 386 1 237 1 5650
208 Magnolia Ave.
Daytona Beach, FL 32114



COMMISSION NO. 1429
PROJECT ARCH. JEH
DRAWN: JEH
CHECKED: JEH
DATE: 20-MAY-2015

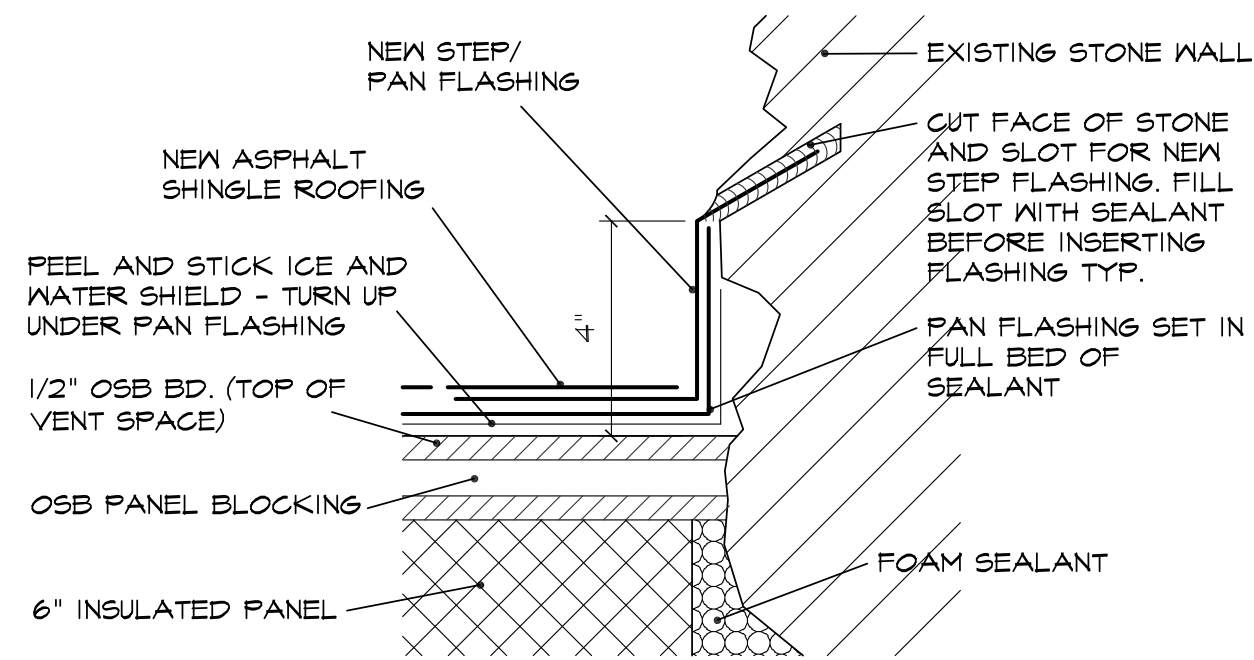
JOHN E. HALL, AR 10727

A2.0



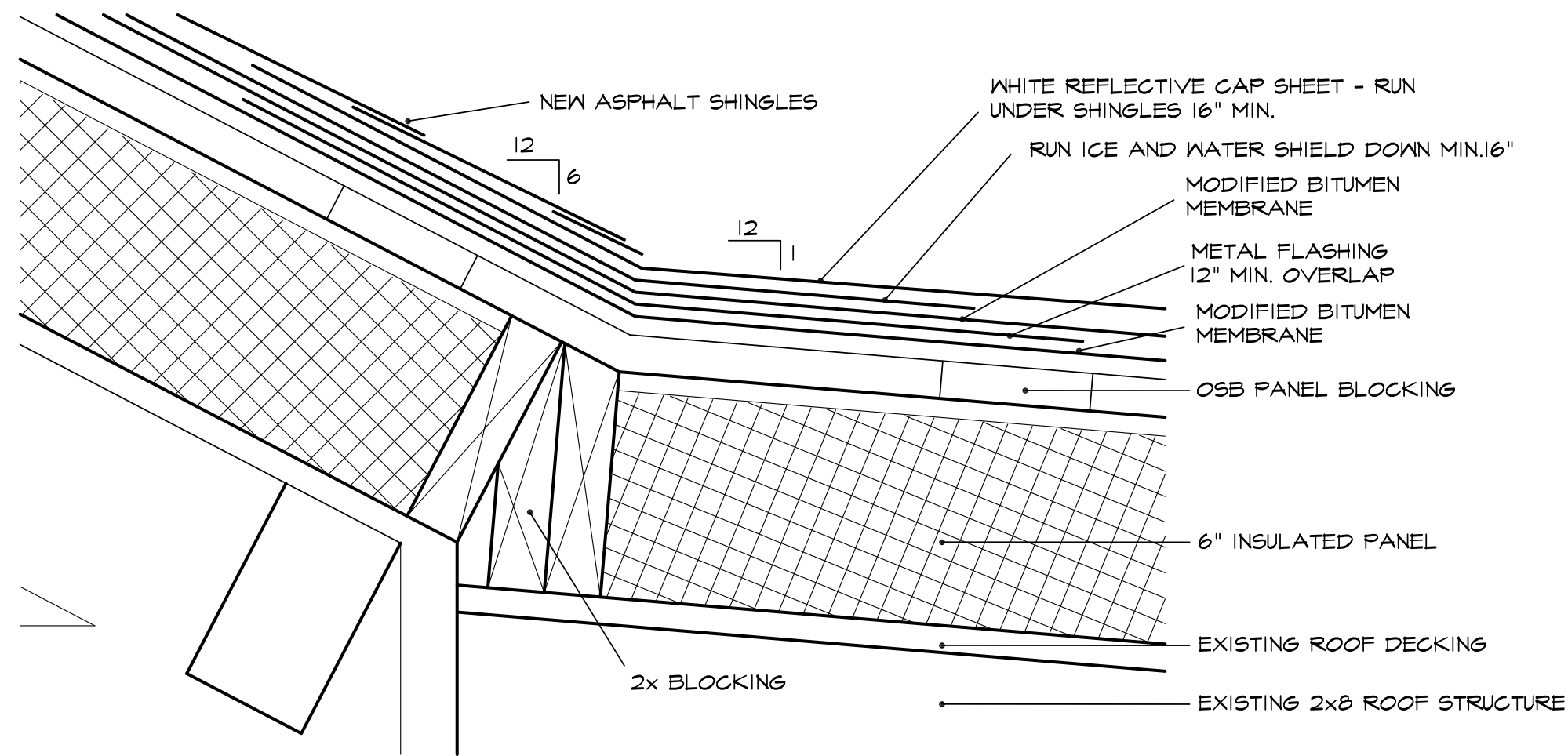
1 SECTION

THRU REAR STORAGE AREA SCALE 1/4" = 1'-0"



2 SECTION

AT CHIMNEY OR SIDE WALL SCALE 3" = 1'-0"



3 SECTION

AT REAR STORAGE AREA TRANSITION SCALE 3" = 1'-0"

NEW ROOF SYSTEM:
6" FOAM INSUL. (R-32) W/ 1/2" MINERAL BD.
W/ (2) LAYER MODIFIED BITUMEN MEMBRANES
W/ WHITE REFLECTIVE CAP SHEET
FLORIDA PRODUCT APPROVAL
FL3915-R15



EAST ELEVATION

SCALE 1/8" = 1'-0"



WEST ELEVATION

SCALE 1/8" = 1'-0"



PARTIAL NORTH ELEVATION

SCALE 1/8" = 1'-0"

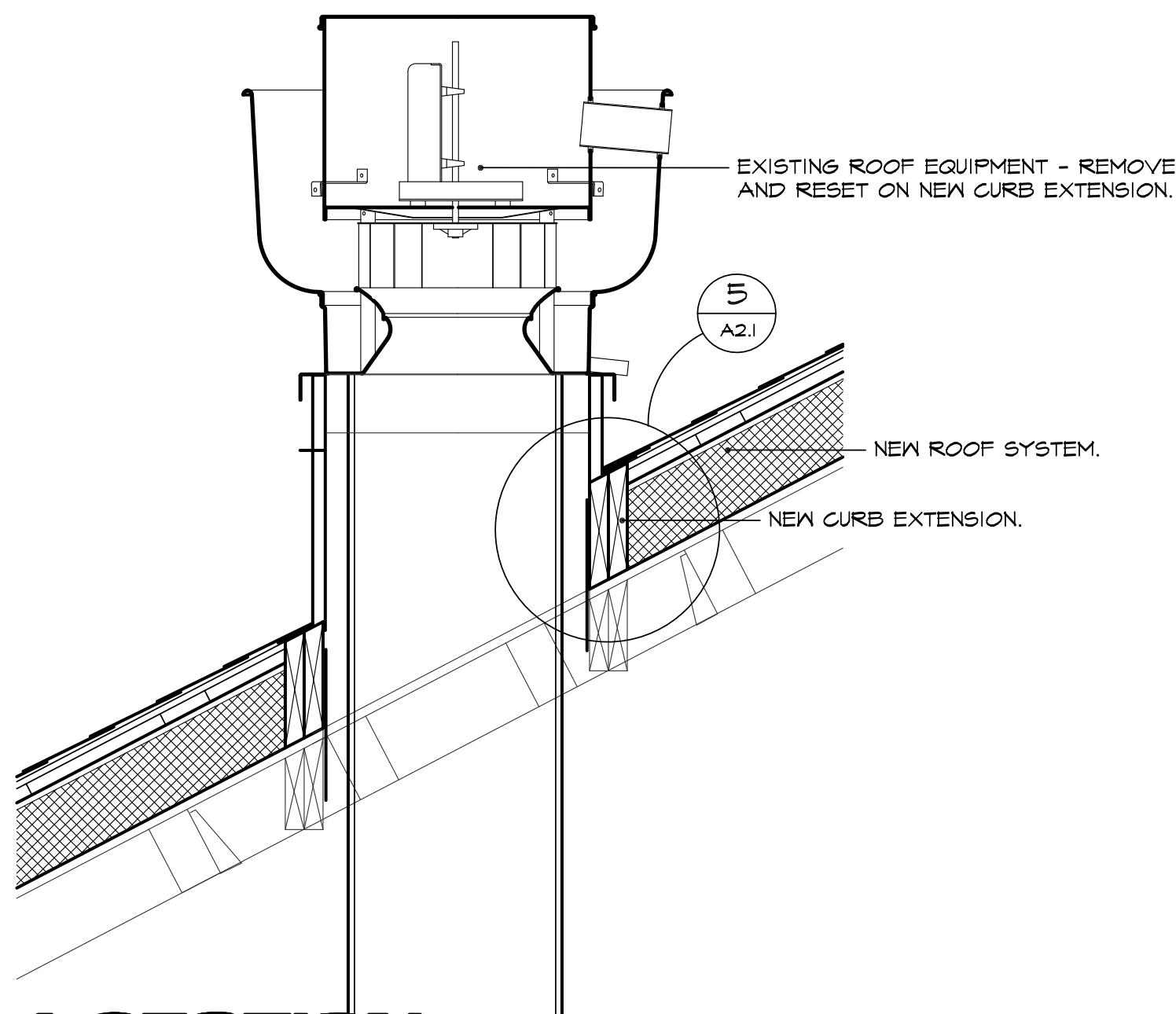


PARTIAL SOUTH ELEVATION

SCALE 1/8" = 1'-0"

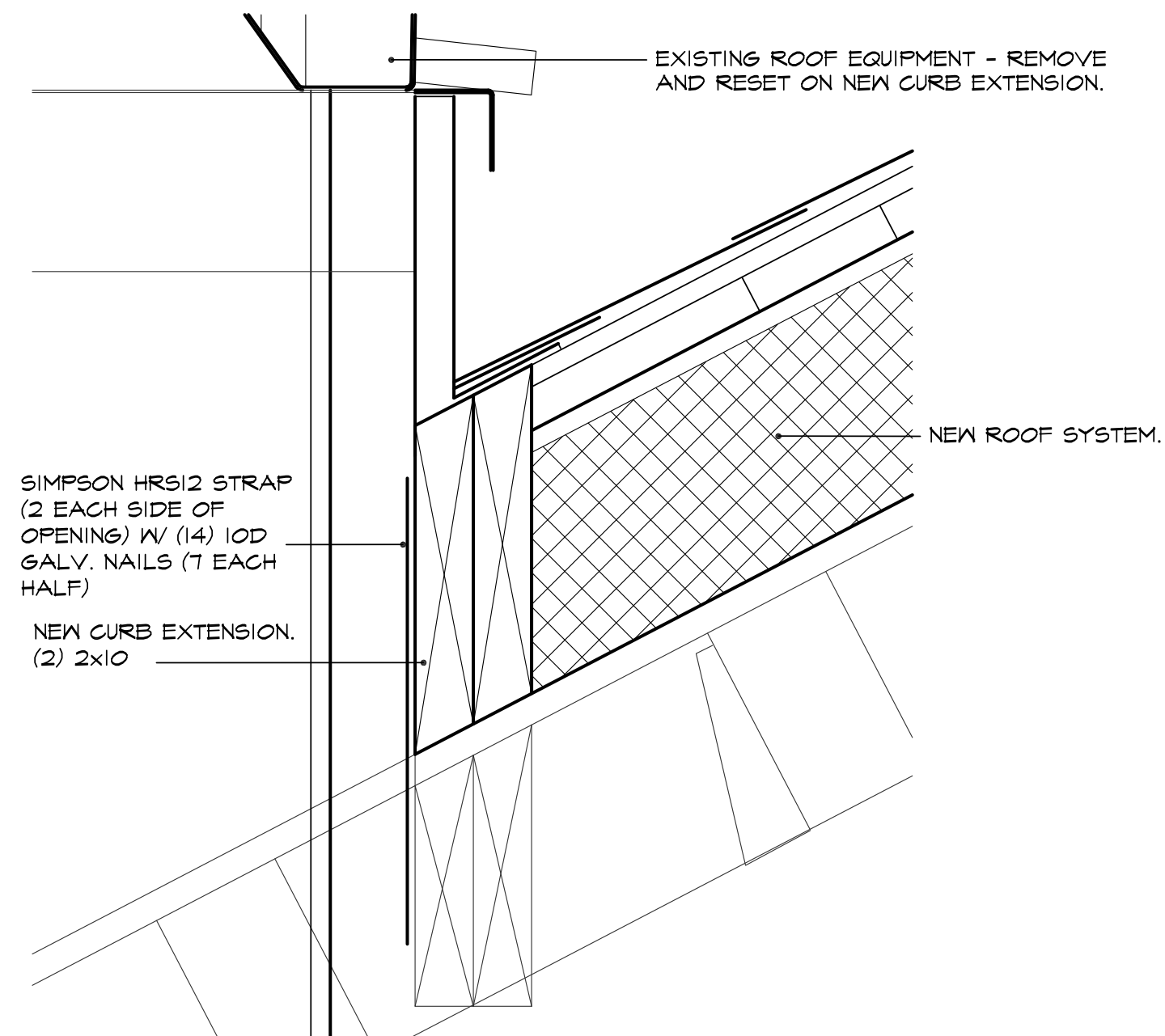
MARKET RESTAURANT ELEVATIONS

SCALE 1/8" = 1'-0"



4 SECTION

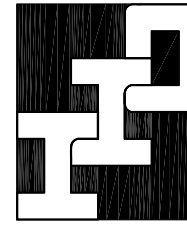
TYPICAL EQUIPMENT CURB EXTENSION SCALE 3" = 1'-0"



5 SECTION

TYPICAL EQUIPMENT CURB EXTENSION SCALE 3" = 1'-0"

HAWKINS, HALL AND OGLE
ARCHITECTS, INC. AA-C00925
P 386 1 855 1 6163 208 Magnolia Ave
F 386 1 237 1 5650 Daytona Beach, FL 32114



RE-ROOFING PROJECT FOR
THE CITY OF HOLLY HILL
HOLLY HILL, FLORIDA

NO.	REVISION/ SUBMISSIONS	DATE

SEAL	COMMISSION NO. 1429	SCALE	SHEET NO.
	PROJECT ARCH: JEH		
	DRAWN: JEH		
	CHECKED: JEH		
	DATE: 24-APRIL-2015		

JOHN E. HALL AR 10727

MARKET RESTAURANT
ROOF DETAILS



NTS

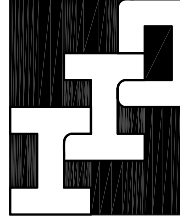
NO.	△	REVISION/ SUBMISSIONS	DATE



SEAL	COMMISSION NO.	SCALE:	
	1429	PROJECT ARCH: JEH	SHEET NO.
		DRAWN: JB/JEH	
		CHECKED: JEH	DATE: 24-APRIL-2015

JOHN E. HALL AR 10727

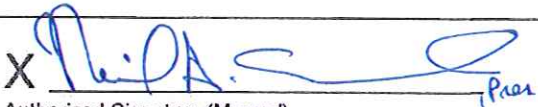
RE-ROOFING PROJECT FOR
THE CITY OF HOLLY HILL
HOLLY HILL, FLORIDA



HAWKINS, HALL AND OGLE
ARCHITECTS, INC. AA-C000925
P 386.1.255 / 6163 208 Magnolia Ave
F 386.1.257 / 5650 Daytona Beach, FL 32114



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

SUBMIT BIDS TO: City of Holly Hill 1065 Ridgewood Avenue Holly Hill, FL 32117 <u>Attn.: CITY CLERK</u>	REQUEST FOR PROPOSALS
Contact: David Ogle Hawkins, Hall & Ogle Architects Inc. 208 Magnolia Av. Daytona Beach, FL 32114 386-255-6163 dogle@hhoarchitects.com	Project Number 15BG-05 CITY OF HOLLY HILL, FLORIDA RE-ROOFING PROJECT FOR THE MARKET RESTAURANT
Non-Mandatory Pre-Bid Date: June 30, 2015 Non-Mandatory Pre-Bid Time: 10:00 AM	Location of Pre-Bid Conference: City of Holly Hill City Hall Room 227, Large Conference Room 1065 Ridgewood Avenue Holly Hill, FL 32117
Bid Due Date: July 16, 2015 Bid Due Time: 2:00 PM	Location of Public Opening: City of Holly Hill City Hall Room 227, Large Conference Room 1065 Ridgewood Avenue Holly Hill, FL 32117
Bidder's Name: R & R Industries, Inc.	Federal Employer ID Number or SS Number: 59-0620775
Mailing Address: 500 Carswell Avenue	If returning as a "No Submittal", state reason (if so, return only this page):
City, State, Zip: Holly Hill, Florida 32117-4412	
Type of Entity: (Circle one) ☒ Corporation ☐ Proprietorship ☐ Partnership/Joint Venture ☐ Limited Liability Company Other:	 X _____ Authorized Signature (Manual)
Incorporated in the State of: Florida	
Telephone Number: 386/253-7627	Typed Name: Neil A. Samuels
Toll Free Telephone Number: (800) N/A	Title: President
Fax Number: 386/255-1470	Date: July 16, 2015

THIS FORM MUST BE COMPLETED AND RETURNED AS THE COVER SHEET OF YOUR BID



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

The BIDDER is expected to completely analyze the information contained in these Bid Documents. It is the bidder's sole responsibility to ensure understanding of the proposed work requirements.



CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT

INVITATION TO BID
CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR SICA HALL COMMUNITY CENTER

Notice is hereby given that the City of Holly Hill, Florida is accepting bids for **RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**. Bids will be accepted by the City of Holly Hill, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, *until 2:00pm on July 16, 2015* at which time and place all proposals received shall be publicly opened and read aloud in the City Hall.

There will be a **NON MANDATORY** pre-bid meeting for this project at *10:00AM on June 30, 2015*. The meeting will be held in Room 227 - Large Conference Room, located in City Hall, 1065 Ridgewood Avenue, Holly Hill, FL 32117.

Description of Work:

This project is for the re-roofing of The Market Restaurant, 101 2nd Street, Holly Hill, FL 32117, consisting of removing the existing roofing and replacing with new single ply roofing system and new sprayed on insulation system as called for in the specifications.

Copies of the documents may be obtained for the sum of \$25.00 (check or money order only) from the Architect, Hawkins, Hall & Ogle Architects Inc., 208 Magnolia Ave. Daytona Beach FL 32114, for each set of documents. No refunds will be made. Any addenda to these documents will be issued via electronic mail. It is the bidder's responsibility to confirm that all addenda have been received prior to submitting a bid for this project. All questions should be directed **in writing** to David Ogle/Hawkins, Hall & Ogle Architects Inc. at dogle@hhoarchitects.com, **questions will be accepted until 5:00pm on July 7, 2015**.

A certified check or bank draft, payable to the City of Holly Hill, Florida, or a satisfactory bid bond executed by the Bidder and an acceptable surety, in an amount equal to five percent (5%) of the bid, shall be submitted with each bid. NO bid shall be withdrawn for a period of One Hundred Twenty (120) days subsequent to the bid opening without the consent of the City of Holly Hill, Florida.

Upon award, the successful bidder will be required to furnish and pay for a satisfactory Contract one hundred percent (100%) Performance Payment Bond which must be recorded by the Clerk of the Court, Volusia County, and enter into a Contract for Services with the City of Holly Hill.

All bidders are required to complete and submit the "Public Entity Crime Sworn Statement", Form #PUR 7068, as designated by Florida Statutes, Section 287.133(3)(a), with their bids.

The City of Holly Hill is not responsible for the U.S. mail or private carriers or messengers in regards to mail being delivered by the specified time so that a bid can be considered.

No bids received after the time and date specified for the opening will be considered. The City of Holly Hill, Florida reserves the right to reject any and all bids, to waive any and all non-substantial irregularity in bids reviewed, whenever such rejection or waiver is in the best interest of the City.

Bids shall be addressed to City Clerk, City of Holly Hill, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, in a sealed envelope plainly marked on the outside:



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**RE-ROOFING PROJECT FOR THE MARKET RESTAURANT
CITY OF HOLLY HILL
VOLUSIA COUNTY, FLORIDA**

s/

Joseph Forte, City Manager



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**Section 1 -
Instructions to Bidders**

**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

Submit Bid To:

City of Holly Hill
City Clerk
1065 Ridgewood Avenue
Holly Hill, FL 32117

Location of Public Opening:

City of Holly Hill City Hall
Room 227, Large Conference Room
1065 Ridgewood Avenue
Holly Hill, FL 32117

Contact:

David Ogle
Hawkins, Hall & Ogle Architects Inc.
208 Magnolia Av.
Daytona Beach, Fl. 32114
386-255-6163
dogle@hhoarchitects.com

Schedule:

Non-Mandatory Pre-Bid Date: June 30, 2015
Non-Mandatory Pre-Bid Time: 10:00AM

Last Day for Questions: July 7, 2015 5:00PM

Bid Due Date: July 16, 2015
Bid Due Time: 2:00 PM



CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

CONTACT: All prospective Bidders are hereby instructed not to contact any member of the City of Holly Hill City Commission, City Manager, or City of Holly Hill staff members other than the noted contact person regarding this Bid or their bid at any time prior to the posting on the website of the final evaluation and recommended ranking by City staff for this project. Any such contact shall be cause for rejection of your bid.

PUBLIC OPENING: Bids shall be received by the City Clerk at the above referenced address by the specified time and date. As soon as possible thereafter the names of the Bidders shall be read aloud at the specified location. Persons with disabilities needing assistance to participate in the Public Opening should call the City Clerk at least 48 hours in advance of the Public Opening at 386-248-9441.

DELAYS: The City, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the City to do so. The City will notify Bidders of all changes in scheduled due dates by emailing plan holders.

BID SUBMISSION AND WITHDRAWAL: The City will receive bids at the above address. The outside of the envelope/container must be identified with the bid number and title as stated above. The envelope/container must also include the bidder's name and return address.

BID BOND: A Bid Bond or certified check in the amount of Five Percent (5%) of the Contract Sum shall accompany this bid.

PERFORMANCE AND PAYMENT BOND: A Performance and Payment Bond or letter issued by a surety reasonably acceptable to Owner and with a minimum rating of Class IV by Bests Rating Classification for One Hundred Percent (100%) of the Contract Sum shall accompany this bid. Failure of the bidder to provide the above information on the outside of the envelope/container may result in the rejection of the bid.

Bids received after the specified time and date shall be returned unopened. The time and date will be scrupulously observed. The City will not be responsible for late deliveries or delayed mail. The time/date stamp clock located at the desk of the City Clerk shall serve as the official authority to determine lateness of the bid.

The City cautions Bidders to assure actual delivery of mailed or hand-delivered bids prior to the deadline set for receiving bids. Telephone confirmation of timely receipt of the bid may be made by calling 386-248-9441, before the 2:00 pm deadline.

Bidders shall submit **TWO (2) COMPLETE, ORIGINAL SETS** of the complete bid with all supporting documentation in a sealed envelope/container marked as noted above. The Bidder may submit the bid in person or by mail. Bidders may withdraw their bids by notifying the City in writing at any time prior to the time set for the bid deadline.

Bidders may withdraw their bids in person or through an authorized representative. Bidders and authorized representatives must disclose their identity and provide a signed receipt for the bid. Bids, once opened, become the property of the City and will not be returned to the Bidders.

INQUIRIES: All Bidders shall carefully examine the Bid documents. Any ambiguities or inconsistencies shall be brought to the attention of the City of Holly Hill in writing prior to the due date. Failure to do so, on the part of the Bidder, shall constitute an acceptance by the Bidder of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the Bid documents including the attached draft agreement, shall be requested in writing, and received by the Architect, John Hall/ Hawkins, Hall & Ogle Architects Inc. at jhall@hhoarchitects.com. The City will not be responsible for any oral instructions made in regard to this bid.

ADDENDA: Should revisions to the bid documents become necessary the City will email contractors who are registered plan holder. All Bidders should contact the designated contact at least three (3) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the bid as unresponsive. Bidder shall sign, date, and return all addenda with their Bid. It is the sole responsibility of the Bidder to ensure he/she obtains information related to Addenda.



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

SELECTION PROCESS AND AWARD: The award will be made to the lowest priced, responsive, responsible Bidder consistent with the process and award criteria herein. The City reserves the right to accept any Bid or combination of Bid alternates which, in the City's judgment, will best serve the City's interest. Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of the unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. The Bidder(s) understands that this Bid does not constitute an agreement or a contract with the Bidder. The City reserves the right to reject all bids, to waive any formalities, to solicit and re-advertise for new bids or to abandon the project in its entirety. The City reserves the right to adjust quantities and scope of work outlined in the bid documents to increase or decrease the identified quantities or scope of work based on quantity prices in the bid without any adjustment to said quantity prices. In preparing the bids, Bidders are hereby advised that the City may accept all or any part of the bid and award the contract accordingly. In evaluating Bids, the City shall consider the information provided by the Apparent Low Bidder as described in these "INSTRUCTIONS TO BIDDERS". Any of the following causes may be considered as sufficient grounds for disqualification of a Bidder or the rejection of a Bid:

- (a) Submission of more than one (1) Bid for the same Work by any entity under the same or different names.
- (b) Evidence of collusion among Bidders.
- (c) Submission of an unbalanced Bid in which prices quoted for some items are out of proportion to the prices quoted for other or similar items in the same Bid.
- (d) Lack of responsibility as shown by past Work from the standpoint of life safety including, but not limited to, strict adherence to all maintenance of traffic requirements of the City, workmanship, progress and financial irresponsibility.
- (e) Uncompleted Work for which the Apparent Low Bidder is committed by contract which might hinder or prevent the prompt completion of Work under this Bid if an Agreement would have been awarded to the Apparent Low Bidder.
- (f) Falsification of any entry made on the Bid Documents shall be deemed a material irregularity and will be grounds, at the City's option, for disqualification of the Apparent Low Bidder or rejection of the Bid.
- (g) Non-compliance with the submittal requirements of these Instructions to Bidders.
- (h) This section shall be construed liberally to benefit the public and not the Apparent Low Bidder; however, any other evidence which may hinder or otherwise delay completion of the Project may be grounds for disqualification.

AWARD CRITERIA: The recommendation of award will be based on, but not limited to the following criteria:

- (a) The ability, capacity and skill of the Apparent Low Bidder to perform the Work.
- (b) Whether the Apparent Low Bidder can perform the Work promptly, or within the time specified, without delay or interference.
- (c) The character, integrity, reputation, judgment and efficiency of the Apparent Low Bidder.
- (d) The quality of performance of previous contracts or services to the City of Holly Hill or any other agency or client.
- (e) The previous and existing compliance by the Apparent Low Bidder with Purchasing & Contracts Management procedures, the life safety requirements of the City and other laws, ordinances and regulations.
- (f) The sufficiency of the financial resources and ability of the Apparent Low Bidder to perform the Work.
- (g) The quantity, availability and adaptability of the Apparent Low Bidder to perform the Agreement or service to the particular needs of the City.
- (h) The ability of the Apparent Low Bidder to retain employees for the purpose of this Work.
- (i) The experience of the Apparent Low Bidder performing in a similar manner as required by this Agreement.
- (j) The type, structure and experience of the local or branch management proposed.
- (k) Quality Control Program.
- (l) Claims and Litigation filed against the Apparent Low Bidder or filed by the Apparent Low Bidder for equitable adjustment, contract claim or litigation in the past five years.
- (m) Reprimand of any nature or suspension by the Department of professional Regulation or any other regulatory agency or professional association within the last five years.
- (n) At the time of opening and immediate review of the bid submittals, the City reserves the right to request all required forms/attachments (other than the bid form) that may have not been submitted at the time of submittal. The respondent shall have twenty-four (24) hours to supply this information to the City for their bid to be considered valid.

LOCAL BIDDER PREFERENCE:

To account for the financial advantages accruing to the City by the award of a contract to a local business or county business, the City has adopted through Ordinance 2920 a local bidder preference, Code of Ordinances Section 30-78. A bid/proposal from a local business shall receive bid preference in an amount not to exceed five percent of the local business' total bid price if the cost differential does not exceed \$25,000.00 for procurement activities in amounts over



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

\$25,000.00. A bid/proposal from a county business shall receive bid preference in an amount not to exceed three percent of the local business' total bid price if the cost differential does not exceed \$15,000.00 for procurement activities in amounts over \$25,000.00. The City, when seeking bids or proposals for commodities or equipment, will notify bidders or proposers that bids or proposals will be evaluated on the basis of this local bidder preference.

A "local business" means a vendor or contractor which has a place of business (other than a post office box) within the City Limits and has a valid, current business tax receipt issued by the City. To qualify as a local business the vendor shall submit with its bid/proposal a completed City of Holly Hill affidavit that documents the following: the business has paid its City of Holly Hill local business tax at least 12 months prior to the opening of the bid/proposal, does business in the Holly Hill community, maintains a physical business address located within the jurisdictional limits of the City of Holly Hill. The affidavit is included in the bid/proposal solicitation or a copy can be obtained by accessing the Bidding Opportunities section of the City web site. In order to be considered under the Local Bidder Preference, this affidavit is required to be submitted each time a local business submits a bid/proposal.

A "county business" means a vendor or contractor which has a place of business (other than a post office box) within the County Limits and has a valid, current business tax receipt issued by the City of its permanent address. To qualify as a county business the vendor shall submit with its bid/proposal a completed City of Holly Hill affidavit that documents the following: the business has paid its local business tax to the City of its permanent residence at least 12 months prior to the opening of the bid/proposal, does business in the Volusia County community, maintains a physical business address located within the jurisdictional limits of Volusia County. The affidavit is included in the bid/proposal solicitation or a copy can be obtained by accessing the Bidding Opportunities section of the City web site. In order to be considered under the Local Bidder Preference, this affidavit is required to be submitted each time a county business submits a bid/proposal.

BID PREPARATION COSTS: Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Bid. Bidders should prepare their bids simply and economically, providing a straightforward and concise description of the Bidder's ability to meet the requirements of the Bid.

ACCURACY OF BID INFORMATION: Any Bidder which submits in its bid to the City any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

EQUIVALENT MATERIALS AND EQUIPMENT: Whenever Materials or Equipment are specified or described in the Specifications by using the name of a proprietary item or the name of a particular Supplier, the naming of the item is intended to establish the type, function and quality required. Unless the name is followed by words indicating that no substitution is permitted, Materials or Equipment of other Suppliers may be accepted by the City if sufficient information is submitted by Applicant to allow the City to determine that the material or Equipment proposed is equivalent to that named.

Requests for review of substitute items of material and Equipment will not be accepted by the City from anyone other than Applicant. If Applicant wishes to furnish or use a substitute item of material or equipment Applicant shall indicate this action with his solicitation, make written application to the City for acceptance thereof, certifying that the proposed substitute will perform adequately the functions called for by the general design, be similar and of equal substance to that specified and be suited to the same use and capable of performing the same function as that specified.

All variations of the proposed substitute from that specified shall be identified in the solicitation and the Applicant is responsible for any expense incurred by the City from evaluation and acceptance of the proposed substitute, including claims of other Applicants affected by the resulting substitute, all of which will be considered by the City in evaluating the proposed substitute. The City may require Applicant to furnish, at Applicant's expense, additional data about the proposed substitute.

The City shall be the sole judge of acceptability, and no substitute shall be ordered without the City's acceptance. However, the City reserves the right to reject any proposed substitute which would result in an increase in Contract Price and the City may require Applicant to furnish at Applicant's expense a special performance guarantee or other Surety with respect to any substitute. If approval is given, Applicant shall not be excused from performing in conformity with the requirements of the Contract Documents.



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

Applicant assumes sole responsibility for verifying that the proposed substitute items are in accordance with the requirements of the Contract Documents, and that the specifications and all other features of substitute items are suitable for their intended purpose.

INSURANCE: Misrepresentation of any material fact, whether intentional or not, regarding the Bidder's insurance coverage, policies or capabilities may be grounds for rejection of the bid and rescission of any ensuing contract. **Copy of the insurance certificate shall be furnished to the City prior to commencement of Work.**

LICENSES: Bidders, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Florida at the time of submittal of Bid. Should the Bidder not be fully licensed and certified, its bid shall be rejected. Any permits, licenses, or fees required shall be the responsibility of the Bidder. No separate or additional payment will be made for these costs. Adherence to all applicable code regulations, Federal, State, County, City, etc., are the responsibility of the Bidder.

POSTING OF BID AWARD: Recommendation for award will be posted for review by interested parties at the City Clerk's bulletin board and the City's Web page (www.hollyhillfl.org) as part of the commission's agenda packet prior to submission through the appropriate approval process.

BID PROTEST: Bid protests arising under City Bidding Documents or Procedures shall be resolved under the City of Holly Hill Purchasing & Contract Bid Protests procedures. A vendor/bidder may protest matters involving the award of any contract any time prior to its award by contacting the Purchasing Manager in writing and articulating the alleged basis for the protest. The decision of the Purchasing Manager may be appealed to the City Manager by filing a written appeal with the City Manager within seven (7) days of the decision. The decision of the City Manager may be appealed to the City Commission by filing a written appeal with the City Clerk within seven (7) days of the City Manager's decision. The same procedures above for bid protests shall apply to the contest of a contract award.

PUBLIC RECORDS: Upon award recommendation or ten (10) days after opening, bids become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Bidders must invoke the exemptions to disclosure provided by law in the response to the Bid, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The City will be the sole judge in evaluating compliance with Public Records Law.

PROHIBITION AGAINST CONTINGENT FEES: It is unethical for a person to be retained, or to retain any company or person, other than a bonafide employee working solely for the Bidder to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working solely for the Bidder, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Agreement. For the breach or violation of this provision, the City shall have the right to terminate the Agreement at its sole discretion, without liability and to deduct from the Agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

ACCEPTANCE / REJECTION: The City reserves the right to accept or reject any or all bids, in whole or in part, and to make the award to those Bidders, who in the opinion of the City will be in the best interest of and/or the most advantageous to the City. The City reserves the right to reject the bid of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the City's opinion, is not in a position to perform properly under this award. The City reserves the right to inspect all facilities of Bidders in order to make a determination as to the foregoing. The City reserves the right to waive any irregularities, informalities, and technicalities and may, at its discretion, request a re-procurement.

ADDITIONAL TERMS AND CONDITIONS: Unless expressly accepted by the City, only the terms and conditions in this document shall apply: No additional terms and conditions included with the bid response shall be considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this bid if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these Bid Documents are the only conditions applicable to this bid and the Bidder's authorized signature on the Bid Response Form attests to this. Exceptions to the terms and conditions will not be accepted.



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

RESPONSIBILITY: A Bidder must have at the time of bid opening, a manufacturing plant in operation, or be a fully authorized agent or representative of the product bid, and capable of producing or providing the items bid, and follow-up parts and service, including any warranty services as applicable, and so provide such certification upon request. The City reserves the right, before award, to require a Bidder to submit such evidence of his qualifications as it may deem necessary, and may consider any evidence available such as financial, technical, and other qualifications and abilities of the Bidder, including past performance (experience) with the City. This information will be used to determine the Bidder's responsibility.

BIDS TO REMAIN FIRM: All Bids shall remain firm for a minimum of one hundred twenty (120) days after the day of the Bid opening to allow for the evaluation and selection process and proper execution of the Agreement. Extensions of time when Bids shall remain opened beyond the one hundred twenty (120) day period may be made only by mutual agreement between The City. The successful Contractor must maintain the bid prices firm for a minimum of one (1) year after the contract is executed. No cost increase will be authorized during the first year of the agreement.

DELIVERY: Unless actual date is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order or contract in space provided. Delivery time may be a basis for making of award. Delivery shall be during the normal working hours of the user department, Monday through Friday, unless otherwise specified and incorporated into contract or purchase order document. Delivery shall be to the location specified in the bid specifications. **F.O.B. POINT:** The F.O.B. point shall be destination. Bid responses showing other than F.O.B. Destination will not be accepted. The prices bid shall include all costs of loading, transporting, delivery and to designated point(s) within the City.

PURCHASING PROCEDURES: The Purchasing Division procedures apply in their entirety with respect to this Bid.

AFFIRMATION: By submission of a bid, Bidder affirms that his/her bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, equipment or services, and is all respects fair and without collusion or fraud. Bidder agrees to abide by all conditions of this Invitation To Bid and the resulting contract.

MISTAKES IN BID: Bidders are expected to examine the terms and conditions, specifications, delivery schedule, bid prices, extensions and all instructions pertaining to supplies and services. Failure to do so will be at Bidder's risk. Written amounts shall take precedence over numerical amounts. Bids having erasures or corrections must be initialed in ink by the Bidder.

DISQUALIFICATION OF BIDDER: More than one bid from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Bidder is involved in more than one bid submittal will be cause for rejection of all bids in which such Bidders are believed to be involved. Any or all bids will be rejected if there is reason to believe that collusion exists between Bidders. Bids in which the prices obviously are unbalanced will be subject to rejection.

QUANTITIES: The City will not be held to any maximum or minimum purchase quantities as a result of this solicitation and/or resulting contract. The City reserves the right to purchase any, all, or none, of its requirements from vendors awarded a contract as a result of this solicitation. All quantities as shown are approximate and no guarantee is made. The City reserves the right to adjust quantities and scope of work outlined in the bid documents to increase or decrease the identified quantities or scope of work based on quantity prices in the bid without any adjustment to said quantity prices. In preparing the bids, Bidders are hereby advised that the City may accept all or any part of the bid and award the contract accordingly.

GOVERNMENTAL RESTRICTIONS: In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this bid prior to their delivery, it shall be the responsibility of the Bidder to notify the Purchasing And Contracts Management Division at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The City reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the City.



CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT

PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES: All Applicants submitting a response to this solicitation agree that such response also constitutes a submittal to all governmental agencies within the State of Florida, under the same conditions, for the same contract price, and for the same effective period as this proposal, should the Applicant feel it is in their best interest to do so.

Each governmental agency desiring to accept these submittals, and make an award thereof, shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this solicitation.

This agreement in no way restricts or interferes with the right of any governmental agency to resolicit any or all items.

Non-Appropriation of Funds: In the event that insufficient funds are appropriated and budgeted or funding is otherwise unavailable in any fiscal period for this Project, then the City, shall have the unqualified right to terminate the PURCHASE ORDER(s) or Agreement upon written notice to the Consultant, without any penalty or expense to the City. No guarantee, warranty or representation is made that any particular work or any project(s) will be assigned to any firm(s).



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**Section 2 –
Instructions for the Preparation of Bids**

The Bidder(s) warrants its response to this Invitation to Bid to be fully disclosed and correct. The firm must submit a bid complying with this Invitation to Bid, and the information, documents and material submitted in the bid must be complete and accurate in all material aspects.

Bidders are advised to carefully follow the instructions listed here in order to be considered fully responsive to this Bid. Bidders are further advised that lengthy or overly verbose or redundant submissions are not necessary. Compliance with all requirements will be solely the responsibility of the Bidder. Failure to provide requested information may result in disqualification of response.

REQUIRED SUBMITTALS:

Cover Page (shall be Page # 1 of Package):

Include:

- Name of Individual, Partnership, Company, or Corporation submitting bid.
- Signature(s) of representative(s) legally authorized to bind the Bidder.
- Address, Telephone Number, Fax Number and all required information.

Contract Sum: The Bidder shall use the Contract Sum forms included in the Bid Documents. Bids not submitted on the attached form shall render the Bid unresponsive.

Attachments:

Conflict of Interest Statement (Attachment A): Complete the form included in this package.

Compliance with the Public Records Law (Attachment B): Complete the form included in this package.

Bidder's Certification (Attachment C): Complete the form included in this package.

Drug-Free Workplace (Attachment D): Complete the form included in this package.

American with Disabilities Act Form (Attachment E): Complete the form included in this package.

Request for Taxpayer Identification Number: W-9 (Attachment F): Complete the form included in this package.

References (Attachment G): Complete the form included in this package.

Identical Tie Proposal (Attachment H): Complete the form included in this package.

Public Entity Crime Sworn Statement (Form #PUR 7068) (Attachment I): Complete the form included in this package.

Summary of Litigation and License Sanctions (Attachment J):

Litigation: Provide a summary of all litigation, claim(s), or contract dispute(s) filed by or against the Bidder in the past five (5) years that are related to the services the Bidder provides in the regular course of business. The summary shall state the nature of the litigation, claim or contract dispute, a brief description of the case, the outcome or projected outcome, and monetary amounts involved.

Complete the form included in this package.

License Sanctions: List any regulatory or license agency sanctions within the past five (5) years.

Complete the form included in this package.

List of Subcontractors (Attachment K):

Provide a list of subcontractors that shall be used to perform the work associated with this contract.



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

Local Bidder Preference Affidavit (Attachment L):

Complete the form included in this package for the City of Holly Hill Local Bidder Preference, Affidavit of Eligibility for either the Local Business or County Business.



CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT

Section 3
Bid Forms, Statements, Affidavits

FORMS MUST BE COMPLETED AND RETURNED WITH YOUR BID



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**CONTRACT SUM
CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

Name of Bidder: R & R Industries, Inc.

Mailing Address: 500 Carswell Avenue

Street Address: 500 Carswell Avenue

CITY/State/Zip: Holly Hill, Florida 32117-4412

Phone Number: (386) 253-7627

FAX Number: (386) 255-1470

ALL PRICES F.O.B. HOLLY HILL

Pursuant to and in compliance with the Invitation To Bid, Instructions to Bidders, and the other documents relating thereto, the undersigned Bidder, having familiarized themselves with the terms of the Contract Documents, local conditions affecting the performance of the Work, and the cost of the Work at the places where the Work is to be done, hereby proposes and agrees to deliver materials/services in a workmanlike manner and in strict conformity with Contract Documents, including Addenda Nos. #1 dated 7/8/15 through #1 dated 7/8/15, on file at the City Clerk's Office for the amount hereinafter set forth.

The undersigned, as Bidder, declares that the only persons or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any person, firm or corporation; and he proposes and agrees, if the bid is accepted, that he/she will execute an Agreement with the City in the form set forth in the Contract Documents; that he/she will furnish the required Insurance Certificates.



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

LUMP SUM BID PRICE: \$ 48,426.00
(Figure)

Forty-eight thousand four hundred twenty-six & 00/100-----00/100 dollars

(Written Amount)

PROVIDE UNIT PRICES FOR:

Item No.	Description	Qty.	Unit	Unit Cost	Total
1.	Cost for replacing rotten or termite damaged wood		SF	\$ 5.00	\$
Alt. #1	New Alternate Fascia			Add	2,500.00
Alt. #2	Alternate at tower roofs ONLY			Add	1,500.00
	TOTAL BID:				\$

IN WITNESS WHEREOF, PROPOSER has hereunto executed this FORM this 16th day of July, 20 15.

R & R Industries, Inc.

(Name of PROPOSER)

Neil A. Samuels, Prop.
(Signature of person signing FORM)

Neil A. Samuels

(Printed name of person signing FORM)

President

(Title of person signing FORM)

Sworn to and subscribed before me

This 16th day of July

20 15

K. Savannah Pincott

Signature of Notary (& Stamp)

Notary Public, State of Florida

Personally Known ☒ or

Produced Identification _____
(type of identification)





**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT A
CONFLICT OF INTEREST STATEMENT**

Before me, the undersigned authority, personally appeared
Neil A. Samuels, who was duly sworn, deposes, and states:

1. I am the President of R & R Industries, Inc. with a local office in Holly Hill, FL and principal office in Holly Hill, FL.
2. The above named entity is submitting an Expression of Interest for the City of Holly Hill project described as **Project Number 15BG-05: RE-ROOFING PROJECT FOR THE MARKET RESTAURANT.**
3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.
4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting Qualifications for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.
6. Neither the entity nor its affiliates, nor any one associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.
7. Neither the entity, nor its affiliates, nor any one associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of City of Holly Hill.
9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with City of Holly Hill.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify City of Holly Hill in writing.

DATED this 16th day of July, 20 15.

R & R Industries, Inc.

(Name of PROPOSER)

Neil A. Samuels, Pres.
(Signature of person signing FORM)

Neil A. Samuels

(Printed name of person signing FORM)

President

(Title of person signing FORM)

Sworn to and subscribed before me

This 16th day of July, 20 15.

K. Savannah Pincoff

Signature of Notary (& Stamp)
Notary Public, State of Florida

Personally Known ☒ or
Produced Identification
(type of identification)





**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT B
COMPLIANCE WITH THE PUBLIC RECORDS LAW**

Upon award recommendation or ten (10) days after receiving, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Holly Hill.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to defend the City in the event we are forced to litigate the public records status of the company's documents.

DATED this 16th day of July, 2015.

R & R Industries, Inc.

(Name of PROPOSER)

Neil A. Samuels
(Signature of person signing FORM)

Neil A. Samuels

(Printed name of person signing FORM)

President

(Title of person signing FORM)

Sworn to and subscribed before me

This 16th day of July, 2015

K. Savannah Pincott

Signature of Notary (& Stamp)

Notary Public, State of Florida

Personally Known ☒ or

Produced Identification _____
(type of identification)





**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT C
PROPOSER'S CERTIFICATION**

I have carefully examined the Invitation to Bid, Instructions to Bidders, General and/or Special Conditions, Vendor's Notes, Specifications, proposed agreement and any other documents accompanying or made a part of this Bid Document.

I hereby propose to furnish the goods or services specified in the Bid at the prices, rates or discounts quoted in my bid. I agree that my Bid will remain firm for a period of up to one hundred twenty (120) days in order to allow the City adequate time to evaluate the bids.

I agree to abide by all conditions of this bid and understand that a background investigation may be conducted by the City of Holly Hill prior to award.

I certify that all information contained in this Bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the vendor/contractor as its act and deed and that the vendor/contractor is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this Bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a Bid for the same product or service; no officer, employee or agent of the City of Holly Hill Government or of any other Bidder interested in said proposal; and that the undersigned executed this Bidders's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

DATED this 16th day of July, 2015.

R & R Industries, Inc.

(Name of PROPOSER)



(Signature of person signing FORM)

Neil A. Samuels

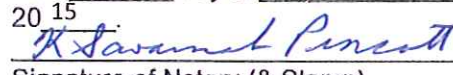
(Printed name of person signing FORM)

President

(Title of person signing FORM)

Sworn to and subscribed before me

This 16th day of July, 2015



Signature of Notary (& Stamp)

Notary Public, State of Florida

Personally Known ☒ or

Produced Identification _____
(type of identification)





**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT D
DRUG-FREE WORKPLACE FORM**

The undersigned vendor in accordance with Florida statute 287.087 hereby certifies that
R & R Industries, Inc. does;
(Name of Business)

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 proposed 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 Qualification, the employee will propose 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.

DATED this 16th day of July, 2015.

R & R Industries, Inc.
(Name of PROPOSER)

Neil A. Samuels
(Signature of person signing FORM)

Neil A. Samuels
(Printed name of person signing FORM)

President
(Title of person signing FORM)

Sworn to and subscribed before me

This 16th day of July, 2015

K Savannah Pincott

Signature of Notary (& Stamp)
Notary Public, State of Florida

Personally Known ☒ or
Produced Identification
(type of identification)





CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT

ATTACHMENT E
AMERICANS WITH DISABILITIES ACT
AFFIDAVIT

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding CITY.

The CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the CITY be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Agreement for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the CITY, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

DATED this 16th day of July, 2015.

R & R Industries, Inc.
(Name of PROPOSER)
Neil A. Samuels
(Signature of person signing FORM)

Neil A. Samuels
(Printed name of person signing FORM)
President
(Title of person signing FORM)

Sworn to and subscribed before me

This 16th day of July, 2015

K. Savannah Pincott
Signature of Notary (& Stamp)
Notary Public, State of Florida

Personally Known ☒ or
Produced Identification _____
(type of identification)





**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT F
Request for Taxpayer Identification Number and Certification
(W-9 Form)**

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Name (as shown on your income tax return) R & R Industries, Inc.		
Business name, if different from above		
Check appropriate box ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Limited liability company. Enter the tax classification (Disregarded entity, C corporation, Partnership) ☐ ☐ Exempt payee ☐ Other (See instructions) ☐		
Address (number, street, and apt. or suite no.) 500 Carswell Avenue		Requester's name and address (optional)
City, state, and ZIP code Holly Hill, Florida 32117-4423		
List account number(s) here (optional)		
Part I Taxpayer Identification Number (TIN)		
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN on page 3. Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.		
Social security number OR Employer identification number 59-0620775		
Part II Certification		
Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below). Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For trust estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.		
Sign Here ☐ Signature of U.S. person ☒		Date July 16, 2015
General Instructions Neil A. Samuels Section references are to the Internal Revenue Code unless otherwise noted.		
Purpose of Form A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to: 1. Certify that the TIN you are giving is correct for you are waiting for a number to be issued; 2. Certify that you are not subject to backup withholding; or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income. Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.		
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are: • An individual who is a U.S. citizen or U.S. resident alien, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7). Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income. The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases: • The U.S. owner of a disregarded entity and not the entity,		
Cat. No. 10231X		Form W-9 (Rev. 10-2007)



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT G
REFERENCES**

Proposer shall provide a minimum of three references, for which they are currently providing this type of service/commodity within the State of Florida.

1. Company Name Bomar Construction Company

Contact Name and Title Jeff Norder, Vice President

Address 27 S. Orchard Street, Ormond Beach, Florida 32174

Phone Number 386/677-8736 FAX Number 386/677-7726

Duration of Contract or business relationship We have done numerous roofing and air-conditioning projects with Bomar Construction for a 20 year period.

2. Company Name Hall Construction Company

Contact Name and Title Dennis Hall

Address 902 S. Nova Road, Daytona Beach, Florida 32114

Phone Number 386/252-2526 FAX Number 386/252-2806

Duration of Contract or business relationship Over our 40+ year relationship, we have done a numerous variety of air-conditioning and roofing projects.

3. Company Name Peck & Associates Construction, Inc.

Contact Name and Title Jon Harris, Vice President

Address 2430 S. Atlantic Avenue, Suite F, Daytona Beach Shores, FL 32118

Phone Number 386/255-7336 FAX Number 386/238-3663

Duration of Contract or business relationship We have worked with this contractor 30+ years on a wide variety of projects both roofing and air-conditioning.



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT H
IDENTICAL TIE PROPOSALS**

In accordance with Section 287.087, Florida State Statutes, preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals that are equal with respect to price, quality, and service, are received by the State or any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that has completed a drug-free workplace program shall be given preference in the award process.

Established procedure for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

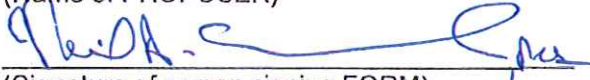
- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibitions.
- 2) Inform employees about the dangers of drug abuse in the workplace the business 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 Proposal a copy of the statement
- 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 Proposal, 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 Florida Statutes or of any controlled substance law(s) of the United States or any state five (5) days after such conviction or plea.
- 5) Impose sanctions on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, 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.

DATED this 16th day of July, 2015.

R & R Industries, Inc.

(Name of PROPOSER)


(Signature of person signing FORM)

Neil A. Samuels

(Printed name of person signing FORM)

President

(Title of person signing FORM)

Sworn to and subscribed before me

This 16th day of July, 2015



Signature of Notary (& Stamp)

Notary Public, State of Florida

Personally Known ☒ or

Produced Identification (type of identification)





**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT I
PUBLIC ENTITY CRIME SWORN STATEMENT (FORM PUR 7068)**

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

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

1. This sworn statement is submitted to The City of Holly Hill, Florida
[print name of public entity]
- by Neil A. Samuels, President
[print individual's name and title]
- for R & R Industries, Inc.
[print name of entity submitting sworn statement]

whose business address is:

500 Carswell Avenue

Holly Hill, Florida 32117-4112

and (if applicable) its Federal Employer Identification Number (FEIN) is 59-0620775
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
_____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

XX Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THE FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.


(Signature) Neil A. Samuel, President

Date: July 16, 2015

Sworn to and subscribed before me this 16th day of July, 2015.

Personally known ✓



Or Produced identification _____

Notary Public – State of Florida

My commission expires 01/18/17

(Type of Identification)





CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT

(Printed, typed or stamped
commission name of notary public)

Form PUR 7068

ATTACHMENT J
SUMMARY OF LITIGATION AND LICENSE SANCTIONS

(IF NOT APPLICABLE, PLEASE STATE SO):

Litigation: W. F. Yates & Sons Construction added all subs to lawsuit as third party defendants. Currently in mediation and awaiting resolution.


AUTHORIZED SIGNATURE Neil A. Samuels, President

R & R Industries, Inc.

COMPANY

July 16, 2015

DATE



CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT

ATTACHMENT K
LIST OF SUBCONTRACTORS

(IF NOT APPLICABLE, PLEASE STATE SO):

Verns Insulation

 ^{Pres}

AUTHORIZED SIGNATURE Neil A. Samuels, President

R & R Industries, Inc.

COMPANY

July 16, 2015

DATE



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

**ATTACHMENT L
LOCAL BIDDER PREFERENCE**

CITY OF HOLLY HILL

**AFFIDAVIT OF ELIGIBILITY
LOCAL BUSINESS**

All areas of this form are required to be completed. Incomplete forms may be rejected.

1. LEGAL NAME OF BUSINESS: R & R Industries, Inc.
 Physical Address: _____ Mailing Address (if different) _____
500 Carswell Avenue _____
Holly Hill, Florida 32117-4412 _____

2. Year your business was established in the City of Holly Hill: 67 years (since 1948)
3. Business Tax Receipt Number Issued by the City of Holly Hill
15-00020311 - A/C Class A
 BTR Number: 15-00020312 - Roofing/Sheet Metal Date Issued: August 20, 2014
4. Please provide a brief description of the nature of your business and how it relates to the community.

We are a roofing and air-conditioning contractor that employees workers from the local area to perform our services.

The undersigned states that the foregoing statements are true and correct. The City of Holly Hill reserves the right to verify all information submitted as part of this affidavit. The undersigned acknowledges that the application of Local Bidder Preference is subject to Section 30-78, Code of Ordinances.

By: _____

Signature

Name, Typed or Printed

Neil A. Samuels

Title, Typed or Printed

President

Mailing Address

500 Carswell Avenue

City, State, Zip Code

Holly Hill, Florida 32117



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

Telephone Number 386/253-7627

Notary Public, State of Florida

Sworn to and subscribed before me

This 16th day of July

Personally Known ☒ or

20 15

K. Savannah Pincott
Signature of Notary (& Stamp)

Produced Identification
(type of identification)



**ATTACHMENT L
LOCAL BIDDER PREFERENCE**

CITY OF HOLLY HILL

**AFFIDAVIT OF ELIGIBILITY
COUNTY BUSINESS**

All areas of this form are required to be completed. Incomplete forms may be rejected.

- LEGAL NAME OF BUSINESS: R & R Industries
Physical Address: 500 Carswell Avenue, Holly Hill, FL 32117-4412
Mailing Address (if different): _____

- Year your business was established in the City of permanent address: 1948
- Business Tax Receipt Number Issued by the City of permanent address
15-00020311 - A/C Class A August 20, 2014
BTR Number: 15-00020312 - Roofing/Sheet Metal Date Issued: August 20, 2014
- Please provide a brief description of the nature of your business and how it relates to the community.
We are a roofing and air-conditioning contractor that employees workers from the local area to perform our services.

The undersigned states that the foregoing statements are true and correct. The City of Holly Hill reserves the right to verify all information submitted as part of this affidavit. The undersigned acknowledges that the application of Local Bidder Preference is subject to Section 30-78, Code of Ordinances.

By

Neil A. Samuels
Signature

Name, Typed or Printed
Neil A. Samuels

Title, Typed or Printed
President



**CITY OF HOLLY HILL, FLORIDA
RE-ROOFING PROJECT FOR THE MARKET RESTAURANT**

Mailing Address
500 Carswell Avenue

City, State, Zip Code
Holly Hill, Florida 32117-4412

Telephone Number

Sworn to and subscribed before me

This 16th day of July

2015

K. Savannah Pincoff

Signature of Notary (& Stamp)

Notary Public, State of Florida

Personally Known ☒ or

Produced Identification

(type of identification)



PROJECT: Re-roofing Project for The Market Restaurant
Bid # 15-BG-05

OWNER: City of Holly Hill

ARCHITECT: HAWKINS, HALL, & OGLE ARCHITECTS, INC.
208 Magnolia Avenue
Daytona Beach, Florida 32114
386-255-6163 Fax: 386-257-5650

ADDENDUM NUMBER 1 DATED 8 July 2015

This addendum is part of the Contract Documents and modifies the Project Plans and Specifications as follows:

A1.01 SPECIFICATIONS: SECTION 07530 SINGLE PLY MEMBRANE ROOFING SYSTEM (KEE)

PART 2 – PRODUCTS, 2.01 MANUFACTURERS, modify paragraph A to read:

A. Basis of Specification: Flexible sheet roofing work of this Section is based on FiberTite-KEE Roofing System as manufactured by Seaman Corporation, 1000 Venture Blvd, Wooster, Ohio 44691, telephone 800-927-8578, fax 800-649-2737.

1. Acceptable Alternate Manufacturers: Johns Manville (60 mil PVC, System S-47), GAF (60 mil EverGuard PVC)


7/16/15

END OF ADDENDUM NO. 1

THE AMERICAN INSTITUTE OF ARCHITECTS

Executed in 1 Counterpart



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we R & R Industries, Inc.
 500 Carswell Avenue, Holly Hill, FL 32117
 as Principal, hereinafter called the Principal, and The Ohio Casualty Insurance Company
 62 Maple Avenue, Keene, NH 03431
 a corporation duly organized under the laws of the State of NEW HAMPSHIRE
 as Surety, hereinafter called the Surety, are held and firmly bound unto City of Holly Hill, Florida
 1065 Ridgewood Avenue, Holly Hill, FL 32117
 as Obligee, hereinafter called the Obligee, in the sum of Five Percent of Amount Bid

Dollars (\$ ---5%---),
 for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind
 ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by
 these presents.

WHEREAS, the Principal has submitted a bid for
 15BG-05, Re-Roofing Project for The Market Restaurant,

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract
 with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding
 or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt
 payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter
 such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty
 hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract
 with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain
 in full force and effect.

Signed and sealed this 16th day of July 2015

Linda Henderson
 (Witness)

R & R Industries, Inc.

[Signature] (Principal) (Seal)
 (Title)

Anita Navarra
 (Witness)

The Ohio Casualty Insurance Company

[Signature] (Surety) (Seal)
 (Title)

Don Bramlage, Attorney-in-Fact
 and Florida Licensed Resident Agent



THIS Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 5936168

American Fire and Casualty Company
The Ohio Casualty Insurance Company

Liberty Mutual Insurance Company
West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Cheryl Foley; Don Bramlage; Gloria A. Richards; Jeffrey W. Reich; Kim E. Niv; Leslie M. Donahue; Lisa Roseland; Patricia L. Slaught; Susan L. Reich; Teresa L. Durham

all of the city of MAITLAND, state of FL each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 7th day of January, 2013.



STATE OF WASHINGTON ss
COUNTY OF KING

American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: Gregory W. Davenport
Gregory W. Davenport, Assistant Secretary

On this 7th day of January, 2013, before me personally appeared Gregory W. Davenport, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Seattle, Washington, on the day and year first above written.



By: KD Riley
KD Riley, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Gregory W. Davenport, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, David M. Carey, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 16th day of JULY, 2015.



By: David M. Carey
David M. Carey, Assistant Secretary



FLORIDA SURETY BONDS, INC.

620 N. Wymore Road, Suite 200
Maitland, FL 32751
407-786-7770
Fax 407-786-7766

1326 S. Ridgewood Avenue, Suite #15
Daytona Beach, FL 32114
386-898-0507
Fax 386-898-0510

888-786-BOND (2663)
Fax 888-718-BOND (2663)

www.FloridaSuretyBonds.com

July 08, 2015

City of Holly Hill, Florida
Attn: City Clerk
1065 Ridgewood Avenue
Holly Hill, FL 32117

RE: R & R Industries, Inc.
Re-Roofing Project for The Market Restaurant

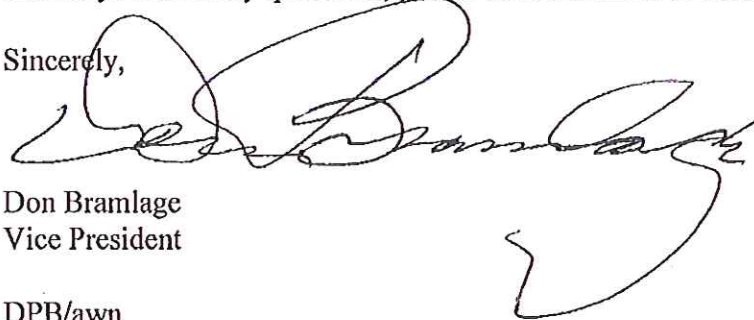
To Whom It May Concern:

For over 20 years we have had the pleasure of handling the surety bonds for R & R Industries, Inc. Berkley Insurance Company is the current Surety. They are Best Rated A+,XV. Their Treasury limit is in excess of \$405 million. R & R Industries, Inc. has a bonding capacity on individual project of \$3 million and a total program capacity of \$10 million.

We hope the above demonstrates our utmost confidence in R & R Industries, Inc. We anticipate no problems in providing the necessary performance and payment bonds for this long established customer.

Should you have any questions, please do not hesitate to call.

Sincerely,



Don Bramlage
Vice President

DPB/awn



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/10/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Brown & Brown of Florida, Inc.
Daytona Beach Office
P.O. Box 2412
Daytona Beach, FL 32115-2412
Richard Fulton

CONTACT NAME: NICOLE ROSE

PHONE (A/C, No, Ext): 386-252-9601

FAX (A/C, No): 386-239-5729

E-MAIL ADDRESS: NROSE@BBDAYTONA.COM

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED R & R INDUSTRIES INC
500 CARSWELL AVENUE
HOLLY HILL, FL 32117

INSURER A: Indian Harbor Ins Co

36940

INSURER B: Hartford Fire Ins Co

19682

INSURER C: Alterra America Insurance Co

21296

INSURER D: Amer Economy Ins Co

19690

INSURER E: Gemini Insurance Co

10833

INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
E	☒ COMMERCIAL GENERAL LIABILITY						
	☐ CLAIMS-MADE ☒ OCCUR			VNGP001138	06/08/2015	06/08/2016	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ EXCLUDED
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
D	☒ AUTOMOBILE LIABILITY						
	☐ ANY AUTO			02CE2104997	06/08/2015	06/08/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	☐ HIRED AUTOS						BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ NON-OWNED AUTOS						PIP \$ 10,000
A	☒ UMBRELLA LIAB ☒ OCCUR						
	☐ EXCESS LIAB ☐ CLAIMS-MADE			SXS004120802	06/08/2015	06/08/2016	EACH OCCURRENCE \$ 2,000,000
	☐ DED ☒ RETENTION \$ NONE						AGGREGATE \$ 2,000,000
							\$
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTH-ER ☐
	☐ ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	☐ If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
B	☐ INSTALLATION FLOAT			21MSTE0990	06/08/2015	06/08/2016	EA OCC 250,000
C	☐ INLAND MARINE			MAXA3IM0048884	06/08/2015	06/08/2016	LEAS/RENT 125,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
PROJECT #15BG-05: THE MARKET RESTAURANT RE-ROOFING PROJECT.

CERTIFICATE HOLDER

CANCELLATION

CITYH03

CITY OF HOLLY HILL
ATTN CITY CLERK
1065 RIDGEWOOD AVE
HOLLY HILL, FL 32117

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Issue Date: 7/8/2015



FLORIDA ROOFING, SHEET METAL & AIR CONDITIONING CONTRACTORS ASSOCIATION, INC.

SELF INSURERS FUND

1-800-767-3772 • FAX (407) 671-2520

CERTIFICATE OF INSURANCE**ISSUED TO:**

City Of Holly Hill
1065 Ridgewood Ave.
Holly Hill, FL 32117

Attention: City Clerk

COPY PROVIDED TO:

R & R Industries, Inc.
500 Carswell Avenue
Holly Hill, FL 32117

R & R Industries, Inc.

This is to Certify that: 500 Carswell Avenue
Holly Hill, FL 32117

being subject to the provisions of the Florida Workers' Compensation Act, has secured the payment of compensation by insuring their risk with the FLORIDA ROOFING, SHEET METAL & AIR CONDITIONING CONTRACTORS ASSOCIATION SELF INSURERS FUND, 4099 Metric Drive, Winter Park, FL 32792.

COVERAGE NUMBER: 870-001304

LIMITS

EFFECTIVE DATE: 1/1/2015

Workers' Compensation: Statutory - State of Florida

EXPIRATION DATE: 1/1/2016

Employers' Liability: \$1,000,000.00 Each Accident
\$1,000,000.00 Disease, Each Employee
\$1,000,000.00 Disease, Policy Limit

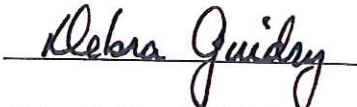
REMARKS: Non-cancelable, without 30 days prior written notice, except for non-payment of premium which will be a 10 day written notice.

Project: City of Holly Hill, Florida
Re-roofing project for The Market Restaurant

This certificate is issued as a matter of information only, is not a policy and of itself does not afford any insurance. Nothing contained in this certificate shall be constructed as extending coverage not afforded by the policy(ies) shown above or as affording insurance to any insured not named above. This provides coverage for Florida policyholders and Florida domiciled employees only.

By: 

Brett Stiegel, Administrator
FRSA-SIF

By: 

Debra Guidry, CPCU, Underwriting Manager
FRSA-SIF

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER

CCC011650

The ROOFING CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2016



SAMUELS, NEIL A
R & R INDUSTRIES INC
P O BOX 511
DAYTONA BEACH FL 32115

ISSUED: 08/07/2014

DISPLAY AS REQUIRED BY LAW

SEQ # L1408070001513

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER

CBCA13518

The BUILDING CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2016



SAMUELS, NEIL A
R & R INDUSTRIES INC
P O BOX 511
DAYTONA BEACH FL 32115

ISSUED: 08/07/2014

DISPLAY AS REQUIRED BY LAW

SEQ # L1408070001433



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**City Commission
Agenda Item**

MEETING DATE: November 10, 2015
FROM: Steve Aldrich
SUBJECT: Police Department - Purchase of Used Patrol Vehicles
NUMBER: (ID # 1224)
APPLICANT:
PLANNER:

DISCUSSION: As a cost saving measure, as in the past, the Holly Hill Police Department has arranged to purchase (3)-three nearly fully equipped used Patrol vehicles from Seminole County. This cost saving measure has allowed the City of Holly Hill Police Department to purchase well-maintained Patrol vehicles at a fraction of their original cost.

FISCAL ANALYSIS: The Holly Hill Police Department had originally budgeted \$15,000.00 (Account #001-2110-521-6400) for the expected purchase of two used Seminole County Patrol vehicles. Due to Seminole County retiring more vehicles than originally expected they are extending an offer to purchase a total of three used Patrol vehicles for the \$15,000.00 budgeted amount. This is a planned Capital Budget purchase expense.

STAFF RECOMMENDATION: Approve the purchase of (3)-three used Seminole County Patrol vehicles to replace currently assigned vehicles that are near the end of their useful life expectancy.

COMMISSION GOAL: Goal #4: Provide 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 partnerships and utilization of technologies and proven innovations.

MOTION: Motion to approve the purchase of (3)-three used Seminole County Patrol vehicles for a total of \$15,000.00.

- Seminole County letter of vehicle transfer agreement (PDF)



**Seminole
County**

Sheriff Donald F. Eslinger

An Internationally Accredited Agency

Commission on Accreditation for Law Enforcement Agencies
Commission for Florida Law Enforcement Accreditation
Florida Corrections Accreditation Commission
National Commission on Correctional Health Care
Public Safety Communications Accreditation

November 3, 2015

Chief Steven Aldrich
Holly Hill Police Department
1065 Ridgewood Avenue
Holly Hill, Florida 32117

Dear Chief Aldrich,

Per our earlier conversation, the Seminole County Sheriff's Office agrees to transfer the following vehicles to your agency's custody:

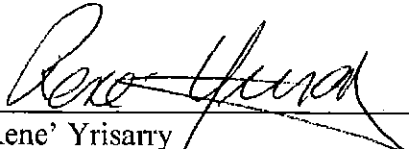
2011 Ford Crown Victoria Police Interceptor (SCSO Car # 58) VIN # 2FABP7BV8BX179419	Determined value of \$5,000.00
2011 Ford Crown Victoria Police Interceptor (SCSO Car # 252) VIN # 2FABP7BV1BX114041	Determined value of \$5,000.00
2009 Ford Crown Victoria Police Interceptor (SCSO Car # 257) VIN # 2FAHP71V69X117748	Determined value of \$5,000.00

This transfer includes the signed vehicle titles, all known keys, all known vehicle maintenance records, all emergency equipment (minus radios) and is in compliance with Florida Statute 274.06.

Based on the inspection and road test of these vehicles, these vehicles are transferred in "as is" condition with no implied warranty or terms of responsibility on the part of the Seminole County Sheriff's Office.

We appreciate the opportunity to partner with your agency to improve the availability of patrol vehicles to accomplish our common goals of law enforcement in Florida.

By co-signing and dating this letter (or designee), you are accepting transfer of these vehicles in accordance with the terms set forth effective upon receipt of the vehicle.


Rene Yrisarry
Fleet Financial Assistant
Seminole County Sheriff's Office

Chief Steven Aldrich (or his designee)
Holly Hill Police Department



**STAFF REPORT
CITY OF HOLLY HILL, FLORIDA**

**City Commission
Resolution**

MEETING DATE: November 10, 2015
FROM: Mark Juliano
SUBJECT: General Engineering Services Contracts
NUMBER: (ID # 1211)
APPLICANT:
PLANNER:

DISCUSSION:

The City has a need for general engineering services in support of projects and work associated with water, sewer, streets and drainage, facilities, fleet, special events, planning, and economic development projects, and any other associated projects. To this end, the City solicited for general engineering services through RFQ 15-ENG-01. Under the terms of the proposed contracts the City Commission will still need to authorize work orders in accordance with City procumbent procedures for all projects. This process allows staff to reduce time in advertising / soliciting for engineering services for projects.

FISCAL ANALYSIS:

Each project will have the engineering / planning funds in the project so there is no negative fiscal impact in approving these contracts.

STAFF RECOMMENDATION:

Seven firms/teams submitted proposals which were reviewed by City staff. It is staff's recommendation that the City Commission take the following actions:

1. Authorize the City Manager to execute Continuing Engineering Service Agreements with the following firms for a period of three years with two (2) one year renewals, not to exceed five (5) years total:
 - a. Quentin L. Hampton and Associates
 - b. McKim & Creed
 - c. Zev Cohen and Associates

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 RESOLUTION 2015-R-61, AUTHORIZING THE CITY MANAGER TO EXECUTE CONTINUING ENGINEERING SERVICE AGREEMENTS WITH THE FOLLOWING FIRMS FOR A PERIOD OF THIRTY-SIX MONTHS WITH A YEARLY RENEWAL, NOT TO EXCEED FIVE (5) YEARS TOTAL, AT THE DISCRETION OF THE CITY: QUENTIN L. HAMPTON AND ASSOCIATES, MCKIM & CREED, ZEV COHEN AND ASSOCIATES.

ATTACHMENTS:

- GEA Evaluation (PDF)
- RFQ-ENG-15-01 Engineering Services (DOCX)
- CPWG (PDF)
- DMC (PDF)
- McKim Creed (PDF)
- MetaWorld (PDF)
- QLH (PDF)
- Wright-Pierce (PDF)
- Zev-Cohen (PDF)

Resolution No. (ID # 1211)**GENERAL ENGINEERING SERVICES CONTRACTS****RESOLUTION 2015-R-61**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, EXECUTE CONTINUING ENGINEERING SERVICE AGREEMENTS WITH THE CITY OF HOLLY HILL AND THE APPROVED ENGINEERING FIRMS; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City has a need for general engineering services in support of projects and work associated with water, sewer, streets and drainage, facilities, fleet, special events, planning, and economic development projects and any other associated projects.; and

WHEREAS, The City solicited for general engineering services through RFQ 15-ENG-01.

WHEREAS, Staff recommends award of contracts to the following three firms: Quentin L. Hampton and Associates, McKim & Creed, Zev Cohen and Associates.

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

SECTION 1. The City Commission authorizes the City Manager to execute continuing Engineering Service Contracts with Quentin L. Hampton and Associates, McKim & Creed, Zev Cohen and Associates.

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 adoption by the City Commission.

APPROVED AND AUTHENTICATED this 10th day of November, 2015.

EVALUATION OF QUALIFICATIONS
RFQ-ENG-15-01
“General Engineering Services Contract”

EVALUATOR: SUMMARY

EVALUATION CRITERIA	Max. Points	Cribb Philbeck Weaver Group	Dredging and Marine Consulting, LLC	McKim & Creed	Metaworks Civil Consulting, LLC	Quentin L. Hampton and Associates	Wright-Pierce	Zev Cohen and Associates
Mark		73	60	96	76	98	62	90
Kurt		60	54	59	61	64	63	62
Walt		59	39	91	62	85	80	81
Yotal		192	153	246	199	247	205	233
Ranking		6	7	2	5	1	4	3



RFQ-ENG-15-01
General Engineering Services Contract

SUBMIT QUALIFICATIONS TO: City of Holly Hill 1065 Ridgewood Avenue Holly Hill, FL 32117 Attn.: CITY CLERK	REQUEST FOR QUALIFICATIONS and Proposer Acknowledgment
Contact: Walt Smyser Deputy Public Works Director 386-248-9463 - Phone 386-248- 9499 - Fax wsmysr@hollyhillfl.org	RFQ-ENG-15-01 General Engineering Services Contract
Qualification Due Date: October 13, 2015 Qualification Due Time: 2:00 PM	Location of Public Opening: City of Holly Hill City Hall Workshop Conference Room 1065 Ridgewood Avenue Holly Hill, FL 32117
Proposer Name:	Federal Employer ID Number or SS Number:
Mailing Address:	If returning as a "No Submittal", state reason (if so, return only this page):
City, State, Zip:	
Type of Entity: <i>(Circle one)</i> Corporation Partnership/Joint Venture Proprietorship Limited Liability Company Other: _____	X _____ Authorized Signature (Manual)
Incorporated in the State of:	
Telephone Number:	Typed Name:
Toll Free Telephone Number: (800)	Title:
Fax Number:	Date:

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION

The Applicant is expected to completely analyze the information contained in this Request for Qualifications as guidance for the preparation of the submittal. The Applicant's submittal shall be sufficiently specific, detailed, and complete to clearly and fully demonstrate the Applicant understands the proposed work requirements.

Attachment: RFQ-ENG-15-01 Engineering Services (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

Section 1
General Description of Services

PURPOSE:

The City of Holly Hill is seeking the support of a Consultant(s) for a wide range of engineering, technical, management, and administrative services for capital improvement projects, Repair, Rehabilitation, and Improvement (RRI&I) projects, general system engineering assistance, and related tasks. The Consultant may utilize sub-consultants. The Consultant shall function as an extension of the City of Holly Hill by providing qualified technical and professional personnel to perform the duties and responsibilities assigned under this Contract for General Engineering Services.

Florida Statute 287.055, "Consultants Competitive Negotiation Act" shall be followed to secure the required consulting engineering firm(s). For continuing contracts, firms shall provide professional services to the City **for projects in which construction costs do not exceed \$2,000,000 or for study activity when the fee for such professional services does not exceed \$200,000.**

The City of Holly Hill shall request Consultant services on an as needed basis. There is no guarantee that any or all of the services described in the following Scope of Services will be assigned during the term of this Agreement. Further, the Consultants are providing these services on a nonexclusive basis. The City of Holly Hill, at its option, may elect to have any of the services set forth herein performed by Consultants through other Agreements or by City of Holly Hill staff.

As part of this Agreement, the City of Holly Hill may request that the Consultant provide temporary in-house program management staff on a part-time or full-time basis. If this is requested, the City will provide office space including telephone and computer equipment. The City will be seeking two billing multipliers under this Agreement; one for the on-site in-house staff, and one for the offsite staff.

Except as provided for in this Agreement, it shall be deemed a conflict of interest for the Consultant to bid for, contract or otherwise provide services to the City on any future Agreement for other services related to Capital Improvement Projects for which the Consultant provides services under this Agreement. These services shall include, construction, engineering, inspection, design or architectural services.

GENERAL SCOPE OF SERVICES:

CONSULTANT shall provide to CITY professional engineering services in all phases of the work to which this General Engineering Services Agreement applies. The exact nature and magnitude of the required professional services cannot be defined precisely at the time of entering into this Agreement. The services to be performed by CONSULTANT will be set forth in the scope of services described in Work Orders to be issued by CITY from time to time. This shall include, at a minimum, the following services:

- Program Management Services
- Special Services such as Feasibility Studies and Planning
- Stormwater Management Design
- Paving and Drainage Improvements
- Roadway and Enhancement Project Design including FDOT or County related projects
- Traffic Engineering
- Construction Design, Contract Administration, Engineering and Inspection
- Public Works Permitting and Inspections
- Wastewater Treatment Plant, pump station and collection system design
- Water Treatment Plant and distribution system design
- Electrical/Electronic/SCADA system upgrades
- Property, Boundary, Easements, R/W, Topographic, and Utility surveys
- Site Plan Review
- Other miscellaneous professional services that the city may desire



RFQ-ENG-15-01
General Engineering Services Contract

SERVICES

The scope of this Contract includes, but is not limited to:

Program Management Services

- Assist with program and project prioritization including benefit/cost analysis, preparation of business cases and related financial analysis.
- Provide support of scope management, cost management (including earned value management), schedule management, risk analysis, communications management, stakeholder management, and other related duties.
- Assist in quality management including the creation and oversight of a new internal Quality Assurance and Quality Control Process. Perform quality control, including constructability reviews, for design document submittals, including work performed by other Consultants.
- Assist in the creation and oversight of a Change Management System for all proposed scope changes, additional budget requests, consultant additional fee requests, etc.
- Assist in the management of the existing Purchasing Contracts including analysis and reporting of proper contract usage and Consultant rotation (for Master Contracts).
- Assist in the creation of Scope documents, special Contract Provisions, Project Concept Reports, Request for Proposal (RFP) documents and other related documents for new Professional Services Contracts.
- Assist in the creation of documents required for Purchasing Construction Projects.
- Assist in the tracking of work orders and contract expirations and required financial related amendments.
- Prepare project schedules, costs estimates and value engineering analysis and/or review this information that is provided to the CITY by others as needed.
- Present/ provide public meeting support.
- Preparing official minutes for project related meetings for the City of Holly Hill's approval and dissemination.
- Assist with conducting man-hour costs and project schedule negotiations with Consultants.
- Provide Value Engineering services as requested.
- Provide Structural Engineering review services and expertise as needed.
- Research Engineering related topics as needed and provide related technical summaries of requested information.
- Provide expertise in a variety of other Engineering topics as requested.
- Provide Utility Coordination and support, including pre-construction coordination, related to all Capital Projects.
- Serve as a liaison for FDOT or Volusia County projects within the City of Holly Hill as needed.
- Provide temporary in-house program management staff, if requested, on a part-time or full-time basis.

Planning Support

- Prepare various concept and feasibility studies for Capital Projects as needed.
- Analyze alternative design concepts and prepare technical reports as needed.
- Perform transportation planning and traffic operations studies for various projects as needed.
- Prepare Complete Street or Context Sensitive Design studies as needed.
- Provide review of Project Development and Environment (PD&E) studies being performed within the city.

Design Support

- As requested, furnish expertise, labor and resources in preparing complete code compliant sets of construction contract documents, plans, specifications and special provisions as needed for Capital Projects. These projects include, but are not limited to, roadway, sidewalk, trail, stormwater and/or water quality, buildings, landscaping/irrigation, water/wastewater treatment plant, water distribution, wastewater collections, and well field projects.



RFQ-ENG-15-01
General Engineering Services Contract

- Provide Survey and Mapping services as needed to complete the required design services.
- Provide any post design services and/or plan update services as needed to include record drawings and as-built drawings.
- Attend meetings as necessary and provide any related Public Information support.
- Prepare Maintenance of Traffic (MOT) plans as needed and/or provide the review of MOT plans prepared by others.
- Prepare Landscape Design plans as needed and/or review Landscape Plans prepared by others.
- Provide Geotechnical Engineering support as needed.
- Provide other services as needed related to the Design elements of related Capital Projects.

Construction Engineering and Inspection Services

- Conducting and/or attending preconstruction meetings.
- Review and approval of shop drawings, products, etc.
- Preparation of change orders.
- Construction contract administration.
- Construction engineering and inspection services.
- Coordination/provision of record drawings and as-built drawings.
- Construction services for FDOT funded projects which must follow FDOT guidelines.
- Additional engineering services as may be required during the course of construction.

Grant Funding Support

- Assist in preparation of various grant applications and associated documents for Public Works Department related grants.
- Assist in coordination with the Florida Department of Transportation for LAP projects and assist in the preparation of the necessary forms and related documents.
- Assist with duties related to the various committees at the River to Sea Transportation Planning Organization (TPO), including review of agenda packet technical information, preparation of Prioritized Project Lists, creation of new project applications, preparation of presentations and other associated duties.
- Provide other related grant funding support as needed.

Miscellaneous Support

- Provide assistance to obtain all permits for Capital Projects or others as required for the Public Works Department.
- Consumptive use permitting, DEP operating and/or construction permits.
- NPDES wastewater permitting, reuse permitting, capacity analysis reports, reuse feasibility reports.
- SJRWMD permitting, NPDES MS4 permitting support, Corp of Engineers permitting, etc.
- Provide assistance for property acquisitions related to hearings, condemnations proceedings, and other litigation including the preparation of trial exhibits.
- Site plan review services.
- Provide appraisals and other property acquisition support as needed.
- Preparation of applicable easements, R/W acquisition documents.
- Provide environmental research and support, including, but not limited to, contamination analysis, wetland research and analysis, threatened and endangered species and archeological and historical research.
- Assist with necessary duties as required related to disaster storm/recovery. Coordinate with FEMA, NRCS and FHWA for reimbursements and potential funding to repair storm related damage to the Transportation and Stormwater system.
- Provide assistance with the CITY's Asset Management system including review and prioritization of asset management data (such as pavement condition index scores, etc.).



RFQ-ENG-15-01
General Engineering Services Contract

- Provide coordination and analysis of the CITY's Work Management System and assist with the integration of the CITY's Asset Management System.
- Preparation or procurement of operation and maintenance manuals
- Perform other duties as needed; services dictated by the needs of the CIP and other specific projects



RFQ-ENG-15-01
General Engineering Services Contract

Section 2
General Conditions, Instructions and Information for Proposers

CONTACT: All prospective Proposers are hereby instructed not to contact any member of the City of Holly Hill City Commission, City Manager, or Holly Hill City Staff members other than the noted contact person regarding this RFQ or their Qualification at any time prior to the posting on the Web Site of the final evaluation and recommended ranking by City staff for this project. Any such contact shall be cause for rejection of your Qualification.

PUBLIC CLOSING: Qualifications shall be received at the City Clerk's office at the above referenced address by the specified time and date. As soon as possible thereafter the names of the Proposers shall be read aloud at the specified location. Persons with disabilities needing assistance to participate in the Public Closing should notify the City Clerk at least 48 hours in advance of the Public Closing at **386-248-9441**.

DELAYS: The CITY, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the CITY to do so. The CITY will notify Proposers of all changes in scheduled due dates via electronic mail to the email addressed provided by the Proposer at the time of obtaining the RFQ documents.

QUALIFICATION SUBMISSION AND WITHDRAWAL: The CITY will receive Qualifications at the above address. The outside of the envelope/container must be identified with the RFQ Number and title as stated above. The envelope/container must also include the Proposer's name and return address. Receipt of the Qualification in the City Clerk's office after the time and date specified due to failure by the Proposer to provide the above information on the outside of the envelope/container shall result in the rejection of the Qualification.

Qualifications received after the specified time and date shall be returned unopened. The time and date will be scrupulously observed. The CITY will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in the City Clerk's office shall serve as the official authority to determine lateness of any Qualification.

The CITY cautions Proposers to assure actual delivery of mailed or hand-delivered Qualifications prior to the deadline set for receiving Qualifications. Telephone confirmation of timely receipt of the Qualification may be made by calling **(386) 248-9441, before the 2:00 deadline.**

Proposers shall submit Five **(5) COMPLETE SETS** (one (1) original and four (4) copies) of the complete Qualification with all supporting documentation in a sealed envelope/container marked as noted above. **One (1) complete electronic copy on CD in PDF format with the solicitation number and name of the company listed on the disk shall be submitted in addition to the hard copies.** The Proposer may submit the Qualification in person or by mail.

Proposers may withdraw their Qualifications by notifying the CITY in writing at any time prior to the time set for the Qualification deadline. Proposers may withdraw their Qualifications in person or through an authorized representative. Proposers and authorized representatives must disclose their identity and provide a signed receipt for the Qualification. Qualifications, once opened, become the property of the CITY and will not be returned to the Proposers.

No additional information may be submitted, or follow-up performed by any Proposer after the stated due date outside of a formal presentation to the Evaluation Committee.

INQUIRIES/INTERPRETATIONS: All Proposers shall carefully examine the RFQ documents. Any ambiguities or inconsistencies shall be brought to the attention of the designated contact person in writing prior to the due date; failure to do so, on the part of the Proposer, will constitute an acceptance by the Proposer of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFQ documents including the attached draft agreement, shall be requested in writing, and **received** by the designated contact at least ten (10) business days prior to the due date. The City will not be responsible for any oral instructions made by any employee(s) of the CITY in regard



RFQ-ENG-15-01
General Engineering Services Contract

to this RFQ. The City will not be responsible for any oral statements made by any employee(s) of the City in regard to this RFQ.

ADDENDUM: Should revisions to the RFQ documents become necessary; the CITY will issue addenda information via electronic mail. All Proposers should contact the designated contact at least seven (7) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the Qualification as unresponsive. Proposer shall sign, date, and return the latest addendum with their Qualification. Previous addenda will be deemed received.

Addenda information will be distributed via electronic mail to the email addressed provided by the Proposer at the time of obtaining the RFQ documents. It is the sole responsibility of the Proposer to ensure he/she obtains information related to Addenda.

SELECTION PROCESS AND AWARD: All Qualifications will be evaluated by City staff in accordance with the criteria set forth in the RFQ documents. The City may conduct interviews/presentations as part of the evaluation process. The City will not be liable for any costs incurred by the Proposer in connection with such presentations.

The CITY anticipates award to the one (1) proposer who submits the Qualifications judged by the CITY to be the most advantageous and offers the best value to the City. The Proposer(s) understands that this RFQ does not constitute an agreement or a contract with the Proposer. The CITY reserves the right to award to multiple Proposers, reject all Qualifications, to waive any formalities, and to solicit and re-advertise for new Qualifications, or to abandon the project in its entirety.

QUALIFICATION PREPARATION COSTS: Neither the CITY nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFQ. Proposers should prepare their Qualifications simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFQ.

ACCURACY OF QUALIFICATION INFORMATION: Any Proposer which submits in its Qualification to the CITY any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

INSURANCE: Misrepresentation of any material fact, whether intentional or not, regarding the Proposer's insurance coverage, policies or capabilities may be grounds for rejection of the Qualification and rescission of any ensuing contract. **Copy of the insurance certificate listing the City as additional insured shall be furnished to the City prior to final execution of the Contract.**

LICENSES: Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the **State of Florida** at the time of submittal of RFQ. Should the Proposer not be fully licensed and certified, its Qualification shall be rejected. Any permits, licenses, or fees required shall be the responsibility of the Proposer. No separate or additional payment will be made for these costs. Adherence to all applicable code regulations, Federal, State, City, etc., are the responsibility of the Proposer.

POSTING OF QUALIFICATION AWARD: Recommendation for award will be posted for review by interested parties on the City's Web Page www.hollyhillfl.org as part of the submission to the City Commission for approval. Failure to file protest to the Finance Director within the time prescribed in the CITY's Finance Department Procedures shall constitute a waiver of proceedings.

PUBLIC RECORDS: Upon award recommendation or thirty (30) days after closing, Qualifications become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFQ, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

PROHIBITION AGAINST CONTINGENT FEES: It shall be unethical for a person to be retained, or to retain any company or person, other than a



RFQ-ENG-15-01
General Engineering Services Contract

bonafide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working solely for the SERVICE PROVIDER, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Agreement. For the breach or violation of this provision, the CITY shall have the right to terminate the Agreement at its sole discretion, without liability and to deduct from the Agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

ACCEPTANCE / REJECTION: CITY reserves the right to accept or reject any or all Qualifications and to make the award to those Proposer(s), who in the opinion of the City will be in the best interest of and/or the most advantageous to the City. CITY also reserves the right to reject the Qualification of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the City's opinion, is not in a position to perform properly under this award. CITY reserves the right to inspect all facilities of Proposers in order to make a determination as to the foregoing. City of Holly Hill reserves the right to waive any irregularities, informalities, and technicalities and may, at its discretion, request a re-procurement.

ADDITIONAL TERMS AND CONDITIONS: Unless expressly accepted by the City, only the terms and conditions in this document shall apply: No additional terms and conditions included with the Qualification response shall be considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this Qualification if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these Qualification Documents are the only conditions applicable to this Qualification and the Proposer's authorized signature on the Qualification Response Form attests to this. Exceptions to the terms and conditions will not be accepted.

PURCHASING CODE: The Finance Department Procedures apply in its entirety with respect to this RFQ.

AFFIRMATION: By submission of a Qualification, Proposer affirms that his/her Qualification is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a Qualification for the same materials, supplies, equipment or services, and is all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this Request for Qualification and the resulting contract.

MISTAKES IN QUALIFICATION: Proposers are expected to examine the terms and conditions, specifications, delivery schedule, Qualification prices, extensions and all instructions pertaining to supplies and services. Failure to do so will be at Proposer's risk. Written amounts shall take precedence over numerical amounts. Qualifications having erasures or corrections will not be accepted.

DISQUALIFICATION OF PROPOSER: More than one Qualification from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Proposer is involved in more than one Qualification submittal will be cause for rejection of all Qualifications in which such Proposers are believed to be involved. Any or all Qualifications will be rejected if there is reason to believe that collusion exists between Proposers. Qualifications in which the prices obviously are unbalanced will be subject to rejection.

PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES: All Proposers submitting a response to this Request for Qualifications agree that such response also constitutes a Qualification to all governmental agencies within the State of Florida, under the same conditions, for the same contract price, and for the same effective period as this Qualification, should the Proposer feel it is in their best interest to do so.

Each governmental agency desiring to accept these Qualifications, and make an award thereof, shall do so independently of any other governmental agency. Each agency shall be



RFQ-ENG-15-01
General Engineering Services Contract

responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this Qualification.

This agreement in no way restricts or interferes with the right of any governmental agency to re-advertise for new Qualifications.

ADVERTISING: In submitting a Qualification, Proposer agrees not to use the results there from as a part of any commercial advertising, without the express written approval, by the appropriate level of authority within the City.

SUB-CONSULTANT(S): A Sub-consultant is an individual or firm contracted by the Proposer or Proposer's firm to assist in the performance of services required under this RFQ. A Sub-Consultant shall be paid through Proposer or Proposer's firm and not paid directly by the City. Sub-Consultants are allowed by the City in the performance of their services delineated within this RFQ. Proposer must clearly reflect in its Response the major Sub-Consultants to be utilized in the performance of required services. The City retains the right to accept or reject any Sub-Consultant proposed in the Response of

Successful Proposer(s) or proposed prior to contract execution. Any and all liabilities regarding the use of a Sub-Consultant shall be borne solely by the Successful Proposer(s) and insurance for each Sub-Consultant must be maintained in good standing and approved by the City throughout the duration of the Agreement. Neither the Successful Proposer(s) nor any of its Sub-consultants are considered to be employees or agents of the City. Failure to list all major Sub-Consultants and provide the required information may disqualify any proposed Sub-Consultants from performing work under this RFQ.

Proposers shall include in their Responses the requested Sub-Consultant information and include all relevant information required of the Proposer.

NON-APPROPRIATION OF FUNDS: In the event that insufficient funds are appropriated and budgeted or funding is otherwise unavailable in any fiscal period for this Project, then the City, shall have the unqualified right to terminate the Work Order(s) or Agreement upon written notice to the Consultant, without any penalty or expense to the City. No guarantee, warranty or representation is made that any particular work or any project(s) will be assigned to any firm(s).



RFQ-ENG-15-01
General Engineering Services Contract

Section 3

INSTRUCTIONS FOR PREPARING PROPOSALS

Proposers are advised to carefully follow the instructions listed below in order to be considered fully responsive to this RFQ. Proposers are further advised that lengthy or overly verbose or redundant submissions are not necessary. Compliance with all requirements will be solely the responsibility of the Proposer. Failure to provide requested information will result in disqualification of response.

The proposal must be submitted on 8 1/2" x 11" bond paper, unbound, stapled (upper left hand corner), three holed punched, un laminated, numbered, typewritten (**no less than 11 pt font**), with headings, sections, and sub-sections identified appropriately. Proposals are limited to a total of twenty-four (24) pages for submittal Sections 1-6.

The proposal must be divided into six (6) sections with references to parts of this PS done on a section number basis, with headings on the divider page of the section on 8 1/2" x 11" bond paper (no card stock). These section dividers will not be included in the page limits and must be blank other than section designation information. The six (6) Submittal Sections shall be in the following order and named:

Submittal Sections

1. Required Submittals (maximum 10 pages)
2. Project Approach (maximum 4 pages, single-sided)
3. Qualifications of Proposed Personnel (maximum 5 pages, single-sided)
4. Similar Project Experience (maximum 3 page single-sided)
5. Innovative/Cost Saving Ideas (maximum 1 page, single-sided)
6. Location of Firm (maximum 1 page, single-sided)

SUBMITTAL SECTION 1: REQUIRED SUBMITTALS
(TEN [10] single-sided page maximum)

A. **Formal Notice: This completed first page of this solicitation package will serve as the title page, and is not considered in the total page count for the submittal.**

- 1) Type of Business: The Proposer shall identify the type of business entity involved (e.g.; sole proprietorship, partnership, corporation, joint venture, etc.). The Proposer shall identify whether the business entity is incorporated in Florida, another state, or a foreign country.
- 2) FEIN: Provide the Federal Employer Identification Number of the Proposer **OR** SSN: In the case of a sole proprietorship or partnership, provide Social Security numbers for all owners/partners.
- 3) Principals: The proposal must name all persons or entities serving, or intending to serve as principals in the Proposer's firm.
- 4) Corporate Information: If a Proposer is a corporation, it must be certified with the Florida Secretary of State and have a corporate status in good standing, and in the case of out-of-state corporation, they must present evidence of authority to do business in the State of Florida upon request. (1 single-sided page maximum)

B. **Letter of Transmittal:** This letter will summarize in a brief and concise manner, the Respondent's understanding of the scope of work and make a positive commitment to perform the work in a



RFQ-ENG-15-01
General Engineering Services Contract

timely manner. This letter shall serve as acknowledgement by the Respondent that the requirements of this Request for Proposals can be met, to including but not limited to Insurance Coverage. The letter shall name all of the persons authorized to make representations for the Proposer, including the titles, addresses and telephone numbers of such persons. An authorized agent of the Proposer must sign the Letter of Transmittal indicating the agent's title or authority. (1 single-sided page maximum)

- C. **Summary of Litigation/ License Sanctions:** Provide a summary of any litigation, claim(s), or contract dispute(s) filed by or against the Proposer in the past five (5) years which is related to the services that Proposer provides in the regular course of business. List any regulatory or license agency sanctions. The summary shall state the nature of the litigation, claim or contract dispute, a brief description of the case, the outcome or projected outcome, and monetary amounts involved. If no litigation, please state, "No Prior Litigation". (1 single-sided page maximum)
- D. **Conflict of Interest Statement:** See form included in this package. (1 single-sided page maximum)
- E. **Compliance with the Public Records Law:** See form included in this package. (1 single-sided page maximum)
- F. **Taxpayer Identification Number and Certification (W-9 Form):** See form included in this package, and return only the first page. (1 single-sided page maximum)
- G. **Drug Free Work Place:** See form included in this package. (1 single-sided page maximum)
- H. **Public Entity Crimes:** See form included in this package. (2 single-sided page maximum)
- I. **Americans with Disabilities Act Affidavit:** See form included in this package. (1 single-sided page maximum)
- J. **Insurance Confirmation:** See form included in this package

All required submittals forms shall be returned on the forms provided by the City.

SUBMITTAL SECTION 2: APPROACH TO PROJECT/UNDERSTANDING (Four [4] single-sided page maximum)

- A. The content and form of the Proposal shall present a clear, comprehensive and well-documented representation, demonstrating understanding and commitment of how the Proposer intends to implement and fulfill the requirements of the scope of the project. Delineate the firm's understanding of the project including special considerations and possible difficulties completing the project as specified.

SUBMITTAL SECTION 3: Qualifications of Proposed Personnel (Organizational Chart 1 page and Resumes 4 pages (Five [5] single-sided page maximum)

- A. Provide qualifications and experience for staff proposed for this project, such as licenses and/or certifications. Resumes of key individuals may be included to demonstrate the skills necessary to complete this project.



RFQ-ENG-15-01
General Engineering Services Contract

- B. Identify and provide qualifications and experience of sub-consultants, relevant to this project. It is preferred for the sub-consultant to have worked with the prime consultant on previous projects and demonstrated their ability to be part of the design team.
- C. Provide an Organizational Chart depicting the team for this project to include roles and responsibilities in relation to the scope of this project. The organizational chart should include the location of each staff member that is proposed.

SUBMITTAL SECTION 4: SIMILAR PROJECT EXPERIENCE

(three [3] single-sided page maximum)

- A. Provide a list of similar projects, for which services have been successfully completed within the past seven [7] years which most closely match the scope of work within this project. Ensure that basic descriptions of any similar project, including all required performance requirements are identified and that the elements are adequately explained in the text. The description shall document how the particular element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description may negatively impact the evaluation of the proposal. A contact person and their phone number should be listed for each similar project.

SUBMITTAL SECTION 5: INNOVATIVE/COST SAVING IDEAS

(one [1] single-sided page maximum)

- A. Provide multiple innovative and/or cost saving ideas for the project that include "outside of the box" thinking. This may include alternate approaches to the project such as value engineering and/or other cost saving measures.

SUBMITTAL SECTION 6: LOCATION OF FIRM

(one [1] single-sided page maximum)

- A. Provide the location of the firm's office that will support the activities under this Agreement. Regional firms whose physical address is located within the Counties of Brevard, Lake, Orange, Osceola, Seminole, and Volusia will receive 5 points.
Firms located within the state of Florida will receive 2 points.

Please note that the entire submittal shall not exceed twenty-four (24) pages and must use a minimum of 11 pt font with one (1) inch borders. Failure to comply with this requirement may cause disqualification of your submittal for further consideration.



RFQ-ENG-15-01
General Engineering Services Contract

Section 4

EVALUATION OF PROPOSALS

INITIAL EVALUATION METHOD

The CITY will appoint a committee consisting of members of its staff to evaluate submittals based on the initial Evaluation Criteria. The Evaluation Committee will hear presentations from the top ranked firms and will evaluate the firms using a different set of criteria. The committee will recommend to the City Commission award of the contract to the firm(s) considered to meet the best interest of the CITY. The Commission shall be the sole judge of its own best interests, the submittals, and the resulting agreements. The Commission's decisions will be final.

INITIAL EVALUATION CRITERIA

CRITERIA	
<i>PROJECT APPROACH</i>	0-30 POINTS
<i>QUALIFICATIONS OF PROPOSED PERSONNEL</i>	0-30 POINTS
<i>SIMILAR PROJECT EXPERIENCE</i>	0-20 POINTS
<i>INNOVATIVE/COST SAVING IDEAS</i>	0-15 POINTS
<i>LOCATION OF THE FIRM</i>	0-5 POINTS

1 "Firm" is defined as the prime firm plus subcontracted firms.

OTHER ASSESSMENTS

The City reserves the right to evaluate, prior to making an award, current financial statements and data from the Proposers, the ability to comply with required schedule, equitable distribution of contracts among qualified firms, past record of integrity and past record of performance.



RFQ-ENG-15-01
General Engineering Services Contract

Section 5

REQUIRED DOCUMENTS

- 5-1 CONFLICT OF INTEREST STATEMENT FORM**
- 5-2 COMPLIANCE WITH THE PUBLIC RECORDS LAW FORM**
- 5-3 PUBLIC ENTITY CRIMES FORM**
- 5-4 DRUG-FREE WORKPLACE FORM**
- 5-5 FEDERAL W-9 FORM (TOP SHEET ONLY)**
- 5-6 AMERICANS WITH DISABILITIES ACT FORM**
- 5-7 INSURANCE CONFIRMATION FORM**



**RFQ-ENG-15-01
General Engineering Services Contract**

CONFLICT OF INTEREST STATEMENT

Before me, the undersigned authority, personally appeared _____, who was duly sworn, deposes, and states:

1. I am the _____ of _____ with a local office in _____ and principal office in _____.
2. The above named entity is submitting an Expression of Interest for the City of Holly Hill project described as **RFQ-ENG-15-01: General Engineering Services Contract**
3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.
4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting Qualifications for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.
7. Neither the entity, nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of City of Holly Hill.
9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with City of Holly Hill.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify City of Holly Hill in writing.

DATED this _____ day of _____, 20____.

(Name of PROPOSER)

(Signature of person signing FORM)

(Printed name of person signing FORM)

(Title of person signing FORM)

Sworn to and subscribed before me

This _____ day of _____
20____.

Signature of Notary (& Stamp)
Notary Public, State of _____

Personally Known _____ or
Produced Identification _____
(type of identification)

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL
COMPLIANCE WITH THE PUBLIC RECORDS LAW**

Attachment: RFQ-ENG-15-01 Engineering Services (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

Upon award recommendation or thirty (30) days after closing, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Holly Hill.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to defend the City in the event we are forced to litigate the public records status of the company's documents.

DATED this _____ day of _____, 20____.

(Name of PROPOSER)

(Signature of person signing FORM)

(Printed name of person signing FORM)

(Title of person signing FORM)

Sworn to and subscribed before me

This _____ day of _____
20____.

Signature of Notary (& Stamp)
Notary Public, State of

Personally Known _____ or
Produced Identification _____
(type of identification)

Project Number: **RFQ-ENG-15-01**

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

PUBLIC ENTITY CRIME SWORN STATEMENT (FORM PUR 7068)

Attachment: RFQ-ENG-15-01 Engineering Services (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

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

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

1. This sworn statement is submitted to _____
[print name of public entity]

by _____
[print individual's name and title]

for _____
[print name of entity submitting sworn statement]

whose business address is:

and (if applicable) its Federal Employer Identification Number (FEIN) is _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
_____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime: or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or



RFQ-ENG-15-01
General Engineering Services Contract

services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THE FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

 (Signature)

Date: _____

Sworn to and subscribed before me this _____ day of _____, 20____ .

Personally known _____

Or Produced identification _____ Notary Public – State of _____

_____ My commission expires _____

(Type of Identification)

 (Printed, typed or stamped
 commission name of notary public)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL
DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida statute 287.087 hereby certifies that
 _____ does:

Attachment: RFQ-ENG-15-01 Engineering Services (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

(Name of Business)

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 proposed 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 Qualification, the employee will propose 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.

DATED this _____ day of _____, 20_____.

 (Name of PROPOSER)

 (Signature of person signing FORM)

 (Printed name of person signing FORM)

 (Title of person signing FORM)

Sworn to and subscribed before me

This _____ day of _____
 20_____.

 Signature of Notary (& Stamp)
 Notary Public, State of _____

 Personally Known _____ or
 Produced Identification _____
 (type of identification)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL
Request for Taxpayer Identification Number and Certification
 (W-9 Form)

Attachment: RFQ-ENG-15-01 Engineering Services (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.																																													
Print or type See Specific instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.																																														
	2 Business name/disregarded entity name, if different from above																																														
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶ _____																																														
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)																																														
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)																																													
	6 City, state, and ZIP code																																														
	7 List account number(s) here (optional)																																														
Part I Taxpayer Identification Number (TIN)																																															
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.																																															
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Employer identification number																																															
Part II Certification																																															
Under penalties of perjury, I certify that: - The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and - I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and - I am a U.S. citizen or other U.S. person (defined below); and - The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.																																															
Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____																																													
General Instructions																																															
Section references are to the Internal Revenue Code unless otherwise noted. Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9. Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: - Form 1099-INT (interest earned or paid) - Form 1099-DIV (dividends, including those from stocks or mutual funds) - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) - Form 1099-S (proceeds from real estate transactions) - Form 1099-K (merchant card and third party network transactions) - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) - Form 1099-C (canceled debt) - Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. <i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.</i> By signing the filled-out form, you: - Certify that the TIN you are giving is correct (or you are waiting for a number to be issued). - Certify that you are not subject to backup withholding, or - Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and - Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.																																															
Cat. No. 10231X Form W-9 (Rev. 12-2014)																																															

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Attachment: RFQ-ENG-15-01 Engineering Services (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01 General Engineering Services Contract

Form W-9 (Rev. 12-2014)

Page **2**

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting* code on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. **ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(ii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.



RFQ-ENG-15-01

General Engineering Services Contract

Form W-9 (Rev. 12-2014)

Page 3

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
 - 2—The United States or any of its agencies or instrumentalities
 - 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
 - 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
 - 5—A corporation
 - 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
 - 7—A futures commission merchant registered with the Commodity Futures Trading Commission
 - 8—A real estate investment trust
 - 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
 - 10—A common trust fund operated by a bank under section 584(a)
 - 11—A financial institution
 - 12—A middleman known in the investment community as a nominee or custodian
 - 13—A trust exempt from tax under section 664 or described in section 4947
- The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(ii)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.



RFQ-ENG-15-01

General Engineering Services Contract

Form W-9 (Rev. 12-2014)

Page 4

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see Exempt payee code earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1964 and broker accounts considered active during 1993. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1963 and broker accounts considered inactive during 1993. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ³ The actual owner ³
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i) (A))	The grantor ³
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i) (B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships on page 2.

⁵ Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-368-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



RFQ-ENG-15-01
General Engineering Services Contract

AMERICANS WITH DISABILITIES ACT
AFFIDAVIT

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding CITY.

The CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the CITY be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Agreement for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the CITY, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

DATED this _____ day of _____, 20____.

(Name of PROPOSER)

(Signature of person signing FORM)

(Printed name of person signing FORM)

(Title of person signing FORM)

Sworn to and subscribed before me

This _____ day of _____
20____.

Signature of Notary (& Stamp)
Notary Public, State of _____

Personally Known _____ or
Produced Identification _____
(type of identification)

Attachment: RFQ-ENG-15-01 Engineering Services (1211 : General Engineering Services Contracts)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



RFQ-ENG-15-01
General Engineering Services Contract

INSURANCE CONFIRMATION

On behalf of our client, _____,

and by acknowledging with signature below, we have read and understand the insurance requirements for this Solicitation and Agreement. We can and will provide a Certificate of Insurance (COI) that is compliant with the insurance requirements stated in this Solicitation and Agreement should our client be awarded the project.

Signature of Agent

Print Name & Title

Agency

Address

Project # & Title

Date

Attachment: RFQ-ENG-15-01 Engineering Services (1211 : General Engineering Services Contracts)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



RFQ-ENG-15-01
General Engineering Services Contract

SECTION 6
DRAFT Services Agreement

CONSULTANTS' COMPETITIVE NEGOTIATIONS ACT (CCNA):

This procurement is made in accordance with the provisions of Chapter 287.055, Laws of Florida, known as the Consultants' Competitive Negotiations Act.

The successful firm(s) will be paid no more frequently than on a monthly basis, upon receipt of a valid invoice or statement.

The attached Draft Contract is representative of the Contract the successful Respondent will be required to execute. To meet the needs of the City, this Agreement may be revised during the negotiations with the top-ranked firm.

SECTION 6 DRAFT Services Agreement

CITY OF HOLLY HILL SERVICES AGREEMENT FOR GENERAL ENGINEERING SERVICES

With _____
(REQUEST FOR QUALIFICATION RFQ-ENG-15-01)

THIS AGREEMENT is made and entered into this _____ day of _____, 20____, by and between <<consultant>>, a Florida corporation authorized to do business in the State of Florida, with its principal place of business at <<consultant address>>, hereinafter referred to as the CONSULTANT whose Federal I.D. number is _____, and City of Holly Hill, a Municipal Corporation of the State of Florida, by and through its Commissioners, whose principal place of business is at 1065 Ridgewood Ave., Holly Hill, Florida 32117, holding tax exempt status, hereinafter referred to as "CITY".

The CITY and the CONSULTANT are collectively referred to herein as the "parties".

WITNESSETH:

WHEREAS, the CITY desires to retain the professional services of the CONSULTANT; for the work identified in the Request For Qualifications (RFQ) and description of services outlined in Exhibit A; and

WHEREAS, the CONSULTANT has submitted a proposal for provision of those services; and

WHEREAS, the CITY desires to employ the CONSULTANT for the performance to support the activities, programs, and projects of the CITY upon the terms and conditions hereinafter set forth, and the CONSULTANT is desirous of performing and providing such services upon said terms and conditions; and

WHEREAS, the CONSULTANT hereby warrants and represents to the CITY that it is competent and otherwise able to provide professional and high quality services to the CITY; and

WHEREAS, all submissions submitted by the CONSULTANT in the Qualifications/RFQ submitted to the CITY are hereby incorporated to the extent not inconsistent with the terms and conditions as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed by and between the parties hereto as follows:

Attachment: RFQ-ENG-15-01 Engineering Services (1211 : General Engineering Services Contracts)

TABLE OF CONTENTS

SECTION 1: DEFINITIONS	3
SECTION 2: CAPTIONS	4
SECTION 3: EXTENT OF AGREEMENT/INTEGRATION/AMENDMENT	4
SECTION 4: NO GENERAL CITY OBLIGATION	4
SECTION 5: CONSULTANT UNDERSTANDING OF SERVICES REQUIRED	5
SECTION 6: GENERAL PROVISIONS	5
SECTION 7: CODES AND DESIGN STANDARDS	6
SECTION 8: SUB CONSULTANTS	6
SECTION 9: ASSIGNABILITY	7
SECTION 10: COMMENCEMENT / IMPLEMENTATION SCHEDULE OF AGREEMENT	7
SECTION 11: LENGTH OF AGREEMENT	7
SECTION 12: DESCRIPTION OF SERVICES	7
SECTION 13: CONSULTANT RESPONSIBILITIES	8
SECTION 14: CITY RIGHTS AND RESPONSIBILITIES	10
SECTION 15: WAIVER	12
SECTION 16: FORCE MAJEURE	12
SECTION 17: STANDARDS OF CONDUCT	12
SECTION 18: NOTICES	14
SECTION 19: DESIGNATED REPRESENTATIVES	14
SECTION 20: WORK ORDERS	15
SECTION 21: CHANGE ORDERS	16
SECTION 22: COMPENSATION	17
SECTION 23: INVOICE PROCESS	17
SECTION 24: TERMINATION OF AGREEMENT	18
SECTION 25: TERMINATION BY CONSULTANT FOR CAUSE	19
SECTION 26: TERMINATION BY THE CITY WITHOUT CAUSE	19
SECTION 27: PAYMENT IN THE EVENT OF TERMINATION	19
SECTION 28: ACTION FOLLOWING TERMINATION	20
SECTION 29: SUSPENSION	20
SECTION 30: ALTERNATIVE DISPUTE RESOLUTION (ADR)	20
SECTION 31: SEVERABILITY	20
SECTION 32: CONTROLLING LAWS/VENUE / INTERPRETATION	21
SECTION 33: INDEMNITY	21
SECTION 34: INSURANCE	22
SECTION 35: EQUAL OPPORTUNITY EMPLOYMENT/NON-DISCRIMINATION	23
SECTION 36: ACCESS TO RECORDS/AUDIT/PUBLIC RECORDS	24
SECTION 37: COUNTERPARTS	25
SECTION 38: SUBMITTALS	25
SECTION 39: MAINTENANCE OF RECORDS	25
SECTION 60: OWNERSHIP OF DOCUMENTS	25
SECTION 41: EXHIBITS	26
SIGNATURES	26

SECTION 1: DEFINITIONS.

Ad valorem - In proportion to the estimated value of the goods taxed.

Agreement – This document and all subsequent Work Orders between the CITY and CONSULTANT. Each Exhibit, as identified below, even if not physically attached, shall be treated as if they were part of this Agreement. The effective date of this Agreement is the date this document is signed by both parties.

Billing Period – The period of time between project commencement to the close of the current period, (inclusive); or from the close of the previous billing period, (exclusive), to the close of the current period, usually concurrent with the month. In no case shall this period be less than one calendar month except for the final Billing Period.

Bona Fide - Made or carried out in good faith; sincere.

CITY – The CITY of Holly Hill, a municipal corporation of the State of Florida holding tax exempt status.

CONSULTANT - To include all principals of the CONSULTANT including, but not limited to, full and part time employees, professional or otherwise, and all other agents employed by or for CONSULTANT to perform its obligations hereunder.

Description of Services - Shall be written in paragraph form reasonably describing those services the CITY can expect the CONSULTANT to provide. The description shall be written in such a manner that the type of service is clearly provided, but broad enough that all services reasonably expected of the CONSULTANT, including services provided by partners, sub CONSULTANTS, and other supporting professionals, can be provided to the CITY.

Designated Representative – A person who administers, reviews, and coordinates the provision of services. This definition applies equally to the CITY and to the CONSULTANT.

Force Majeure - Force Majeure shall include, but not be limited to, hostility, revolution, civil commotion, strike, epidemic, fire, flood, wind, earthquake, explosion, any law, proclamation, regulation, or ordinance or other act of government, or any act of God or any cause whether of the same or different nature, existing or future; provided that the cause whether or not enumerated in this Agreement is beyond the control and without the fault or negligence of the party seeking relief under this Agreement.

Law - Said phrase shall include statutes, codes, rules, and regulations of whatsoever type or nature enacted or adopted by a governmental entity of competent jurisdiction.

Pari Materia – of the same matter; on the same subject. Laws pari materia must be construed with reference to each other/together when related to the same matter or subject. The provisions of a contract/agreement are to be construed together with no isolated construction of a particular provision such that it would defeat the overall intent of the contract/agreement.

Submittals – Any item required by this agreement that the CONSULTANT must provide the CITY either for inclusion as part of this agreement or not.

Type of Service – Engineering Services of a professional nature in accordance with the controlling provisions of law,

Work Order - A detailed description of quantities, services, and a completion schedule provided issued by the CITY on its approved form which, on occasion, may contain documents published on CONSULTANT letterhead describing all work associated with the service to be provided by the CONSULTANT to the CITY for an agreed price referencing this Agreement by title and date.

SECTION 2: CAPTIONS.

The Section headings and captions of this Agreement are for convenience and reference only and in no way define, limit, describe the scope or intent of this Agreement or any part thereof, or in any way affect this Agreement or construe any provision of this Agreement.

SECTION 3: EXTENT OF AGREEMENT/INTEGRATION/AMENDMENT.

- a) This Agreement, together with the Exhibits, constitutes the entire integrated Agreement between the CITY and the CONSULTANT and supersedes all prior written or oral understandings in connection therewith. This Agreement, and all the terms and provisions contained herein, including without limitation the Exhibits attached, constitute the full and complete agreement between the parties hereto to the date hereof, and supersedes and controls over any and all prior agreements, understandings, representations, correspondence, and statements, whether written or oral.
- b) This Agreement may only be amended, supplemented, or modified by a formal written amendment.
- c) Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties.
- d) The Exhibits made part of this Agreement are as follows:
 - Exhibit A - Scope of Services
 - Exhibit B - Certificates Insurance
 - Exhibit C - Draft CITY Work Order Form
 - Exhibit D - ADA Form
 - Exhibit E - Price Schedule
 - Exhibit F - Business Tax Receipt
 - Exhibit G - W-9
 - Exhibit H - Request for Qualifications RFQ-ENG-15-01
 - Exhibit I - CONSULTANT Submittal under RFQ-ENG-15-01

SECTION 4: NO GENERAL CITY OBLIGATION.

- a) In no event shall any obligation of the CITY under this Agreement be or constitute a general obligation or indebtedness of the CITY, a pledge of the ad valorem taxing power of the CITY or a general obligation or indebtedness of the CITY within the meaning of the Constitution of the State of Florida or any other applicable laws, but shall be payable solely from legally available revenues and funds
- b) The CONSULTANT shall not have the right to compel the exercise of the ad valorem taxing power of the CITY.

SECTION 5: CONSULTANT UNDERSTANDING OF SERVICES REQUIRED

- a) Execution of this Agreement by the CONSULTANT is a representation that the CONSULTANT is familiar with local conditions and with the services to be performed. The CONSULTANT shall make no claim for additional time or money based upon its failure to comply with this Agreement. The CONSULTANT has informed the CITY, and hereby represents to the CITY, that it has extensive experience in performing and providing the services and/or goods described in this Agreement and to be identified in the Work Orders, and that it is well acquainted with the components that are properly and customarily included within such projects and the requirements of laws, ordinances, rules, regulations, or orders of any public authority or licensing entity having jurisdiction over CITY Projects. Execution of a Work Order shall be an affirmative and irrefutable representation by the CONSULTANT to the CITY that the CONSULTANT is fully familiar with any and all requisite work conditions of the provisions of the services.
- b) The recitals herein are true and correct and form and constitute a material part of this Agreement upon which the parties have relied.
- c) It is agreed that nothing herein contained is intended or should be construed as in any manner creating or establishing a relationship of co-partners between the parties, or as constituting the CONSULTANT (including, but not limited to, its officers, employees, and agents) the agent, representative, or employee of the CITY for any purpose, or in any manner, whatsoever. The CONSULTANT is to be and shall remain forever an independent CONSULTANT with respect to all services performed under this Agreement.
- d) Persons employed by the CONSULTANT in the provision and performance of the services and functions pursuant to this Agreement shall have no claim to pension, workers' compensation, unemployment compensation, civil service or other employee rights or privileges granted to the CITY's officers and employees either by operation of law or by the CITY.

SECTION 6: GENERAL PROVISIONS.

- a) Each party hereto represents to the other that it has undertaken all necessary actions to execute this Agreement, and that it has the legal authority to enter into this Agreement, and to undertake all obligations imposed on it. The person(s) executing this Agreement for the CONSULTANT certifies/certify that he/she/they is/are authorized to bind the CONSULTANT fully to the terms of this Agreement.
- b) This Agreement is for services pertaining to various Engineering and related services needed for the CITY's operations as set forth herein and as otherwise directed by the CITY to include all labor and materials that may be required.
- c) The CONSULTANT acknowledges that the CITY may retain other CONSULTANTS to provide the same types of services for CITY projects. The CITY reserves the right to select which CONSULTANT shall provide services for CITY projects.
- d) The CONSULTANT acknowledges that the CITY has retained other CONSULTANTS and the coordination between said CONSULTANTS and the CONSULTANT may be

necessary from time to time for the successful completion of each Work Order. The CONSULTANT agrees to provide such coordination as necessary.

- e) The CONSULTANT agrees to provide and ensure coordination between goods/ services providers.
- f) Time is of the essence of the lawful performance of the duties and obligations contained in this Agreement to include, but not be limited to, each Work Order. The parties covenant and agree that they shall diligently and expeditiously pursue their respective obligations set forth in this Agreement and each Work Order.
- g) CONSULTANT shall maintain an adequate and competent staff or professionally qualified persons throughout the performance of this Agreement to ensure acceptable and timely completion of each Work Order.
- h) Requirements for signing and sealing plans, reports, and documents prepared by the CONSULTANT shall be governed by the laws and regulations of Volusia County and State Regulatory agencies.
- i) The CONSULTANT hereby guarantees the CITY that all material, supplies, services, and equipment as listed on a Purchase Order meet the requirements, specifications, and standards as provided for under the Federal Occupations Safety and Health Act of 1970, from time to time amended and in force on the date hereof.
- j) No claim for services furnished by the CONSULTANT not specifically provided for herein shall be honored by the CITY.

SECTION 7: CODES AND DESIGN STANDARDS

- a) All the services to be provided or performed by the CONSULTANT shall in the minimum be in conformance with commonly accepted industry and professional codes and standards, standards of the CITY, and the laws of any Federal, State, or local regulatory agencies.
- b) The CONSULTANT shall be responsible for keeping apprised of any changing laws applicable to the services to be performed under this Agreement.

SECTION 8: SUB CONSULTANTS.

- a) Any CONSULTANT proposed Sub CONSULTANT shall be submitted to the CITY for written approval prior to the CONSULTANT entering into a subcontract. Sub CONSULTANT information shall include, but not be limited to, State registrations, business address, occupational license tax proof of payment, and insurance certifications.
- b) The CONSULTANT shall coordinate the provision of services and work product of any CITY approved sub CONSULTANT and remain fully responsible for such services and work under the terms of this Agreement.
- c) Any subcontract shall be in writing and shall incorporate this Agreement and require the sub CONSULTANTS to assume performance of the CONSULTANT duties commensurately with the CONSULTANT's duties to the CITY under this Agreement, it being understood that

nothing herein shall in any way relieve the CONSULTANT from any of its duties under this Agreement. The CONSULTANT shall provide the CITY with executed copies of all subcontracts.

SECTION 9: ASSIGNABILITY.

The CONSULTANT shall not sublet, assign, or transfer any interest in this Agreement, or claims for the money due or to become due out of this Agreement to a bank, trust company, or other financial institution without written CITY approval. When approved by the CITY, written notice of such assignment or transfer shall be furnished promptly to the CITY.

SECTION 10: COMMENCEMENT / IMPLEMENTATION SCHEDULE OF AGREEMENT.

- a) The CONSULTANT shall commence the provision of services as described in this Agreement immediately upon execution of this Agreement and issuance of a Work Order.
- b) The CONSULTANT and the CITY agree to make every effort to adhere to the schedules established for the various Work Orders as described in each Work Order. However, if the CONSULTANT is delayed at any time in the provision of services by any act or omission of the CITY, or of any employee of the CITY, or by any other CONSULTANT employed by the CITY, or by changes ordered by the CITY, or by strikes, lock outs, fire, unusual delay in transportation, unavoidable casualties, or any other causes of Force Majeure not resulting from the inactions or actions of the CONSULTANT and beyond the CONSULTANT's control which would not reasonably be expected to occur in connection with or during performance or provision of the services, or by delay authorized by the CITY pending a decision, or by any cause which the CITY shall decide to justify the delay, the time of completion shall be extended for such reasonable time as the CITY may decide in its sole and absolute discretion. It is further expressly understood and agreed that the CONSULTANT shall not be entitled to any damages or compensation, or be reimbursed for any losses on account of any delay or delays resulting from any of the aforesaid causes or any other cause whatsoever.

SECTION 11: LENGTH OF AGREEMENT.

- (a). The term of this Contract is five (5) years commencing on the date of full execution of this Contract by the parties.
- (b). The CONTRACTOR services shall begin upon written notification to proceed by the CITY.
- (c). CONTRACTOR services shall be on a work order basis and may include matters such as serving as an expert witness.
- (d). Subsequent to the conclusion of the initial five (5) year term, this Contract may be renewed by the City Manager for an additional two (2), one (1) year periods. Should the CITY wish to not have this Contract renewed for any year, the CITY shall provide written notice to the CONTRACTOR ninety (90) days prior to the ending date.

SECTION 12: DESCRIPTION OF SERVICES.

- a) The CONSULTANT agrees to perform diverse engineering services for the CITY relating to various projects of the CITY. The Description of Services is further and more specifically outlined in Exhibit A.

- b) The CONSULTANT shall diligently and in a professional and timely manner perform and provide the services outlined herein or as included in each subsequently entered Work Order. Unless modified in writing by the parties hereto, the duties of the CONSULTANT shall not be construed to exceed the provision of the services pertaining to this Agreement.
- c) The CITY and CONSULTANT agree that there may be certain additional services required to be performed by the CONSULTANT during the performance of the Work Orders that cannot be defined sufficiently at the time of execution of this Agreement. Such services shall be authorized in writing as a Change Order in accordance with Section 20. The Work Orders may contain additional instructions or provide specifications upon certain aspects of this Agreement pertinent to the work to be undertaken. Such supplemental instructions or provisions shall not be construed as a modification of this Agreement.

SECTION 13: CONSULTANT RESPONSIBILITIES.

- a) CONSULTANT, in representing CITY, shall promote the best interest of CITY and assume towards CITY a duty of the highest trust, confidence, and fair dealing.
- b) The CONSULTANT agrees to obtain and maintain throughout the period of this Agreement all such licenses as are required to do business in the State of Florida and in Broward County, Florida, including, but not limited to, all licenses required by the respective State boards and other governmental agencies responsible for regulating and licensing the professional services to be provided and performed by the CONSULTANT pursuant to this Agreement.
- c) The CONSULTANT agrees that, when the services to be provided hereunder relate to a professional service which, under Florida Statutes, requires a license, certificate of authorization or other form of legal entitlement to practice such services, it shall employ and/or retain only qualified personnel to provide such services.
- d) The CONSULTANT has represented to the CITY that it has expertise in the type of professional services that will be required for the services to be provided hereunder. The CONSULTANT agrees that all services to be provided by CONSULTANT pursuant to this Agreement shall be subject to the CITY's review and approval and shall be in accordance with the generally accepted standards of professional practice in the State of Florida, as well as in accordance with all published laws, statutes, ordinances, codes, rules, regulations and requirements of any governmental agencies which regulate or have jurisdiction over the Project or the services to be provided and performed by CONSULTANT hereunder. In the event of any conflicts in these requirements, the CONSULTANT shall notify the CITY of such conflict and utilize its best professional judgment to advise CITY regarding resolution of the conflict.
- e) The CONSULTANT shall be responsible for the professional quality, accepted standards, technical accuracy and the coordination of all services furnished by the CONSULTANT under this Agreement as well as the conduct of its staff, personnel, employees, and agents. The CONSULTANT shall work closely with the CITY on all aspects of the provision of the services. With respect to services, the CONSULTANT shall be responsible for the professional quality, technical accuracy, competence, methodology, accuracy, and the coordination of all of the following which are listed for illustration purposes and not as a limitation: documents, analysis, reports, data, plans, plats, maps, surveys, specifications, and any and all other services of whatever type or nature furnished by the CONSULTANT under this Agreement. The CONSULTANT shall, without additional compensation, correct or revise any errors or

deficiencies in his plans, analysis, data, reports, designs, drawings, specifications, and any and all other services of whatever type or nature.

- f) The CONSULTANT agrees to employ and designate, in writing, within five (5) calendar days after receiving its Notice to Proceed, a qualified licensed professional to serve as the CONSULTANT's project manager (hereinafter referred to as the "Project Manager"). The Project Manager shall be authorized and responsible to act on behalf of the CONSULTANT with respect to directing, coordinating and administering all aspects of the services to be provided and performed under this Agreement. The CONSULTANT agrees that the Project Manager shall devote whatever time is required to satisfactorily manage the services to be provided and performed by the CONSULTANT hereunder. The person selected by the CONSULTANT to serve as the Project Manager shall be subject to the prior approval and acceptance of the CITY.
- g) CONSULTANT agrees, within fourteen (14) calendar days of receipt of a written request from the CITY, to promptly remove and replace the Project Manager, or any other personnel employed or retained by the CONSULTANT, or any sub-consultants or subcontractors or any personnel of any such sub-consultants or subcontractors engaged by the CONSULTANT to provide and perform services or work pursuant to the requirements of this Agreement, whom the CITY shall request in writing to be removed, which request may be made by the CITY with or without cause.
- h) Neither CITY review, approval, or acceptance of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any rights or of any cause of action arising out of the performance of this Agreement. The CONSULTANT shall be and shall remain liable to the CITY in accordance with applicable law for all damages to the CITY caused by the CONSULTANT's negligent or improper performance or failure to perform any of the services furnished under this Agreement.
- i) The rights and remedies of the CONSULTANT, provided for under this Agreement, are in addition to any other rights and remedies provided by law.
- j) In the event the CONSULTANT fails to comply with the terms and conditions of this Agreement, the CITY shall notify the CONSULTANT's Designated Representative in writing so that the CONSULTANT may take remedial action.
- k) Time is of the essence in the performance of all services provided by the CONSULTANT under the terms of this Agreement and each and every Work Order.
- l) CONSULTANT agrees not to divulge, furnish or make available to any third person, firm or organization, without CITY's prior written consent, or unless incident to the proper performance of the CONSULTANT's obligations hereunder, or in the course of judicial or legislative proceedings where such information has been properly subpoenaed, any non-public information concerning the services to be rendered by CONSULTANT hereunder, and CONSULTANT shall require all of its employees, agents, sub-consultants and subcontractors to comply with the provisions of this paragraph.
- m) CONSULTANT agrees to certify all estimates of construction costs and Project completion dates prepared by the CONSULTANT. Said certifications shall be in a form approved by the CITY.

- n) Evaluations of the CITY's Project budget, preliminary estimates of construction cost and detailed estimates of construction cost prepared by the CONSULTANT represent the CONSULTANT's best judgment as a design professional familiar with the construction industry. Prior to authorizing the CONSULTANT to proceed with preparation of the Final Design, the CITY may establish and communicate to the CONSULTANT a maximum sum for the cost of construction of the Project ("Maximum Cost Limit"). If the CITY has not advertised for bids within ninety (90) days after the CONSULTANT submits the Final Design to the CITY, the estimate of the cost of construction may be adjusted. The CONSULTANT cannot and does not guarantee that bids or negotiated prices will not vary from any estimate of construction cost or evaluation prepared or agreed to by the CONSULTANT. Notwithstanding anything above to the contrary, the CITY may require the CONSULTANT to revise and modify Construction Documents and assist in the re-bidding of the Work at no additional cost to the CITY if all responsive and responsible bids received exceed the Maximum Cost Limit.
- o) CONSULTANT shall not be responsible for means, methods, techniques, sequences or procedures of construction selected by contractors or the safety precautions and programs incident to the work of contractors.

SECTION 14: CITY RIGHTS AND RESPONSIBILITIES.

- a) The CITY shall furnish a Designated Representative to act as CITY's representative with respect to the services to be rendered under this Agreement (hereinafter referred to as the "Project Coordinator"). The Project Coordinator shall have authority to transmit instructions, receive information, interpret and define CITY's policies and decisions with respect to CONSULTANT's services for the Project. However, the Project Coordinator is not authorized to issue any verbal or written orders or instructions to the CONSULTANT that would have the effect, or be interpreted to have the effect, of modifying or changing in any way whatever:
 - (1) The time the CONSULTANT is obligated to commence and complete all such services; or
 - (2) The amount of compensation the CITY is obligated or committed to pay the CONSULTANT.
- b) The Project Coordinator shall:
 - (1) Review and make appropriate recommendations on all requests submitted by the CONSULTANT for payment for services and work provided and performed in accordance with this Agreement;
 - (2) Provide all criteria and information requested by CONSULTANT as to CITY's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations;
 - (3) Upon request from CONSULTANT, assist CONSULTANT by placing at CONSULTANT's disposal all available information in the CITY's possession pertinent to the Project, including existing drawings, specifications, shop drawings, product literature, previous reports and any other data relative to design or construction of the Project
 - (4) Arrange for access to and make all provisions for CONSULTANT to enter the Project site to perform the services to be provided by CONSULTANT under this Agreement; and

- (5) Provide notice to CONSULTANT of any deficiencies or defects discovered by the CITY with respect to the services to be rendered by CONSULTANT hereunder.
- c) CITY shall be responsible for the acquisition of all easements, property sites, rights-of-way, or other property rights required for a project and for the costs thereof, including the costs of any required land surveys in connection with such acquisition.
 - d) The CITY shall reasonably cooperate with the CONSULTANT in a timely fashion at no cost to the CONSULTANT as set forth in this Section.
 - e) The CITY shall make CITY personnel available where, in the CITY's opinion, they are required and necessary to assist the CONSULTANT. The availability and necessity of said personnel to assist the CONSULTANT shall be determined solely at the discretion of the CITY.
 - f) The CITY shall furnish the CONSULTANT with existing data, records, maps, plans, specifications, reports, fiscal data, and other planning information that is available in the CITY's files that is necessary or useful to the CONSULTANT for the performance of the Work. All such documents conveyed by the CITY shall be, and remain the property of, the CITY and shall be returned to the CITY upon completion of the Work to be performed by the CONSULTANT.
 - g) The CITY shall examine all CONSULTANT reports, sketches, drawing, estimates, Qualifications, and other documents presented to the CITY and indicate the CITY's approval or disapproval within a reasonable time so as not to materially delay the provisions of the services of the CONSULTANT.
 - h) The CITY shall provide access to and make provisions for the CONSULTANT to enter upon public and private lands as required for the CONSULTANT within a reasonable time to perform work as necessary to complete the Work Order. The CONSULTANT acknowledges that access to a project site, to be arranged by CITY for CONSULTANT, may be provided during times that are not the normal business hours of the CONSULTANT.
 - i) The CITY shall transmit instructions, relevant information, and provide interpretation and definition of CITY policies and decisions with respect to any and all materials and other matters pertinent to the services covered by this Agreement.
 - j) The CITY shall give written notice to the CONSULTANT whenever the CITY designated representative knows of a development that affects the services provided and performed under this Agreement, timing of the CONSULTANT's provision of services, or a defect or change necessary in the services of the CONSULTANT.
 - k) The rights and remedies of the CITY provided for under this Agreement are in addition to any other rights and remedies provided by law; the CITY may assert its right of recovery by any appropriate means including, but not limited to, set-off, suit, withholding, recoupment, or counterclaim, either during or after performance of this Agreement.
 - l) The CITY shall be entitled to recover any and all legal costs including, but not limited to, attorney fees and other legal costs that it may incur in any legal actions it may pursue in the enforcement of the terms and conditions of this Agreement or the responsibilities of the CONSULTANT in carrying out the duties and responsibilities deriving from this Agreement.

- m) The failure of the CITY to insist in any instance upon the strict performance of any provision of this Agreement, or to exercise any right or privilege granted to the CITY hereunder shall not constitute or be construed as a waiver of any such provision or right and the same shall continue in force.
- n) Neither the CITY's review, approval or acceptance of, nor payment for, any of the services required shall be construed to operate as a waiver of any rights under this Agreement nor or any cause of action arising out of the performance of this Agreement and the CONSULTANT shall be and always remain liable to the CITY in accordance with applicable law for any and all damages to the CITY caused by the CONSULTANT's negligent or wrongful provision or performance of any of the services furnished under this Agreement.
- o) All deliverable analysis, reference data, survey data, plans and reports, or any other form of written instrument or document that may result from the Consultant's services or have been created during the course of the CONSULTANT's performance under this Agreement shall become the property of the CITY after final payment is made to the CONSULTANT.
- p) In the event the CITY fails to comply with the terms and conditions of this Agreement, the CONSULTANT shall notify the CITY's Designated Representative in writing so that the CITY may take remedial action.

SECTION 15: WAIVER.

The failure of the CITY to insist in any instance upon the strict performance of any provision of this Agreement, or to exercise any right or privilege granted to the CITY hereunder, shall not constitute or be construed as a waiver of any such provision or right and the same shall continue in force.

SECTION 16: FORCE MAJEURE.

Neither party shall be considered in default in performance of its obligations hereunder to the extent that performance of such obligations, or any of them, is delayed or prevented by Force Majeure.

SECTION 17: STANDARDS OF CONDUCT.

- a) The CONSULTANT warrants that it has not employed or retained any company or person, other than a Bona Fide employee working solely for the CONSULTANT, to solicit or secure this Agreement and that the CONSULTANT has not paid or agreed to pay any person, company, corporation, individual, or firm other than a Bona Fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award of making this Agreement.
- b) If the CITY determines that any employee or representative of the CONSULTANT is not satisfactorily performing his or her assigned duties or is demonstrating improper conduct pursuant to any assignment or work performed under this Agreement, the CITY shall so notify the CONSULTANT, in writing. The CONSULTANT shall immediately remove such employee or representative of the CONSULTANT from such assignment.

- c) The CONSULTANT hereby certifies (in writing) that no undisclosed conflict of interest exists with respect to the Agreement, including, but not limited to, any conflicts that may be due to representation of other clients, customers or vendees, other contractual relationships of the CONSULTANT, or any interest in property that the CONSULTANT may have. The CONSULTANT further certifies that any conflict of interest that arises during the term of this Agreement shall be immediately disclosed in writing to the CITY. Violation of this Section shall be considered as justification for immediate termination of this Agreement.
- d) The CONSULTANT shall not engage in any action that would create a conflict of interest for any CITY employee or other person during the course of performance of, or otherwise related to, this Agreement or which would violate or cause others to violate the provisions of Part III, Chapter 112, Florida Statutes, relating to ethics in government.
- e) The CITY shall not intentionally award publicly-funded contracts to any CONSULTANT who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) Section 274A(e) of the Immigration and Nationality Act (INA)]. The CITY shall consider the employment by the CONSULTANT of unauthorized aliens, a violation of Section 274A (e) of the INA. Such violation by the CONSULTANT of the employment provisions contained in Section 274A (e) of the INA shall be grounds for immediate termination of this Agreement by the CITY.
- f) The CONSULTANT shall comply with the requirements of the Americans with Disabilities Act (ADA), and any and all related Federal or State laws which prohibits discrimination by public and private entities on the basis of disability.
- g) The CONSULTANT shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement or violate any laws pertaining to civil rights, equal protection, or discrimination.
- h) If the CONSULTANT or an affiliate is placed on a discriminatory vendor list, such action may result in termination by the CITY. The CONSULTANT shall certify, upon request by the CITY that it is qualified to submit a bid under Section 287.134, Discrimination, (2) (c), Florida Statutes.
- i) If the CONSULTANT or an affiliate is placed on the convicted vendor list following a conviction for a public entity crime, such action may result in termination by the CITY. The CONSULTANT shall certify, upon request by the CITY, that is qualified to submit a bid under Section 287.133, Public Entity Crime, (2)(a), Florida Statutes.
- j) The CONSULTANT shall certify, upon request by the CITY, that the CONSULTANT maintains a drug free workplace policy in accordance with Section 287.0878, Florida Statutes. Failure to submit this certification may result in termination.
- k) The CONSULTANT agrees to comply with Federal, State, and local environmental, health, and safety laws and regulations applicable to the services provided to the CITY. The CONSULTANT agrees that any program or initiative involving the work that could adversely affect any personnel involved, citizens, residents, users, neighbors or the surrounding environment shall ensure compliance with any and all employment safety, environmental and health laws.

- l) If applicable, in accordance with Section 216.347, Florida Statutes, the CONSULTANT shall not use funds provided by this Agreement for the purpose of lobbying the Legislature, the Judicial Branch, or State Agency.
- m) The CONSULTANT shall not publish any documents or release information regarding this Agreement to the media without prior approval of the CITY.
- n) The CONSULTANT shall ensure that all services are provided to the CITY after the CONSULTANT has obtained, at its sole and exclusive expense, any and all permits, licenses, permissions, approvals or similar consents.
- o) The CONSULTANT shall ensure that all taxes due from the CONSULTANT are paid in a timely and complete manner including, but not limited to, occupational license tax.

SECTION 18: NOTICES.

- a) Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered United States mail, with return receipt requested, addressed to the party for whom it is intended, at the place last specified, and the place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this Section.
- b) For the present, the parties designate the following as the representative places for giving of notice, to-wit:
 - (1). For the CITY:
Joseph Forte, City Manager
City of Holly Hill
1065 Ridgewood Avenue
Holly Hill, Florida 32117
(386)248-9425
 - (2). For the CONSULTANT:
«CONSULTANT_Contact»
«CONSULTANT»
«CONSULTANT_Street_Address»
«CITYStateZip»
Telephone Number: «Phone_Number»
E-mail Address: «email»
- c) Written notice requirements of this Agreement shall be strictly construed and such requirements are a condition precedent to pursuing any rights or remedies hereunder. The CONSULTANT agrees not to claim any waiver by CITY of such notice requirements based upon CITY having actual knowledge, implied, verbal or constructive notice, lack of prejudice, or any other grounds as a substitute for the failure of the CONSULTANT to comply with the express written notice requirements herein. Computer notification (e-mails and message boards) shall not constitute proper written notice under the terms of the Agreement.

SECTION 19: DESIGNATED REPRESENTATIVES.

- a) The City Manager, or his designated representative, represents the CITY in all matters pertaining to and arising from the work and the performance of this Agreement.
- b) The City Manager or his designated representative shall have the following responsibilities:
 - (1) Examination of all work and rendering, in writing, decisions indicating the CITY's approval or disapproval within a reasonable time so as not to materially delay the work of the CONSULTANT;
 - (2) Transmission of instructions, receipt of information, and interpretation and definition of CITY's policies and decisions with respect to design, materials, and other matters pertinent to the work covered by this Agreement;
 - (3) Giving prompt written notice to the CONSULTANT whenever the CITY knows of a
- c) Until further written notice, the CITY's Designated Representative for this Agreement is:

City Manager
City of Holly Hill
1065 Ridgewood Avenue
Holly Hill, Florida 32164
Telephone Number: (386) 248-9425
- d) Prior to start of any work under this Agreement, the CONSULTANT shall submit to the CITY detailed resumes of key professional personnel that will be involved in performing services described in the work. The CITY hereby acknowledges its acceptance of such personnel to perform services under this Agreement. At any time hereafter that the CONSULTANT desires to change key professional personnel in an active assignment, it shall submit the Qualifications of the new professional personnel to the CITY for prior approval. Key professional personnel shall include the principal-in-charge, project managers, and others interfacing with CITY personnel.
- e) Until further written notice, the CONSULTANT's Designated Representative for this Agreement is:

« CONSULTANT_Designated_Representative»
« CONSULTANT»

« CONSULTANT_Street_Address»
«CITYStateZip»
TelephoneNumber: _____ «
CONSULTANT_Designated_Representative_phone»
E-mail Address: « CONSULTANT_Designated_Representative_em»

SECTION 20: WORK ORDERS.

- a) The provision of services to be performed under this Agreement may commence immediately upon the execution of a Work Order as directed and determined by the CITY. Services to be provided by the CONSULTANT to the CITY shall be negotiated between the CONSULTANT and the CITY. Each Work Order shall reference this agreement by title and date, include a detailed description of quantities, services, and a completion schedule,

and will be provided on CONSULTANT letterhead. Services described in said Work Order will commence upon the issuance of a CITY Notice-To-Proceed.

- b) If the services required to be performed by a Work Order is clearly defined, the Work Order shall be issued on a "Fixed Fee" basis. The CONSULTANT shall perform all services required by the Work Order but in no event shall the CONSULTANT be paid more than the negotiated Fixed Fee amount stated therein.
- c) The CONSULTANT and the CITY agree to make every effort to adhere to the schedule established for the various Work Orders described in the Work Order.
- d) If the services are not clearly defined, the Work Order may be issued on a "Time Basis Method" and contain a Not-to-Exceed amount. If a Not-to-Exceed amount is provided, the CONSULTANT shall perform all work required by the Work Order; but in no event shall the CONSULTANT be paid more than the Not-to-Exceed amount specified in the applicable Work Order.
- e) For Work Orders issued on a "Fixed Fee Basis," the CONSULTANT may invoice the amount due based on the percentage of total Work Order services actually performed and completed; but in no event shall the invoice amount exceed a percentage of the Fixed Fee amount equal to a percentage of the total services actually completed.
- f) For Work Orders issued on a "Time Basis Method" with a Not-to-Exceed amount, the CONSULTANT may invoice the amount due for actual work hours performed; but in no event shall the invoice amount exceed a percentage of the Not-to-Exceed amount equal to a percentage of the total services actually completed.
- g) Each Work Order issued on a "Fixed Fee Basis" or "Time Basis Method" with a Not-to-Exceed amount shall be treated separately for retainage purposes. If the CITY determines that work is substantially complete and the amount retained, if any, is considered to be in excess, the CITY may, at its sole and absolute discretion, release the retainage or any portion thereof.
- h) or Work Orders issued on a "Time Basis Method" with a Limitation of Funds amount, the CONSULTANT may invoice the amount due for services actually performed and completed. The CITY shall pay the CONSULTANT one hundred percent (100%) of the approved amount on Work Orders issued on a "Time Basis Method" with a Limitation of Funds amount.

SECTION 21: CHANGE ORDERS.

- a) The CITY may revise the Description of Services set forth in any particular Work Order.
- b) Revisions to any Work Order shall be authorized in writing by the CITY as a Change Order. Each Change Order shall include a schedule of completion for the services authorized. Change Orders shall identify this Agreement and the appropriate Work Order number. The Change Orders may contain additional instructions or provisions specific upon certain

aspects of this Agreement pertinent to the services to be provided. Such supplemental instructions or provisions shall not be construed as a modification of this Agreement. An Agreement between the parties on and execution of any Change Order shall constitute a final settlement and a full accord and satisfaction of all matters relating to the change and to the impact of the change on unchanged goods and/or work, including all direct and indirect costs of whatever nature, and all adjustments to the CONSULTANT schedule.

- c) If instructed by the CITY, the CONSULTANT shall change or revise work that has been performed, and if such work is not required as a result of error, omission or negligence of the CONSULTANT, the CONSULTANT may be entitled to additional compensation. The CONSULTANT must submit for CITY approval a revised Qualification with a revised fee quotation. Additional compensation, if any, shall be agreed upon before commencement of any such additional work and shall be incorporated into the work by Change Order to the Work Order.

SECTION 22: COMPENSATION.

- a) Compensation to the CONSULTANT for the services performed on each Work Order shall be as set forth the Work Order/Change Order or as set forth in Exhibit C which enumerates hourly rates and other charges of the CONSULTANT. The initial fee for the subject Project shall be as subsequently negotiated by the parties.
- b) The CITY shall not pay for items such as gas, tolls, mileage, meals, etc. and other items not directly attributable to items produced for each Work Order. All such costs incurred within the Volusia County area or in transit from The CONSULTANT's servicing office and the CITY shall be considered non- reimbursable.
- c) Work performed by the CONSULTANT without written approval by the CITY's Designated Representative shall not be compensated. Any work performed by the CONSULTANT without approval by the CITY is performed at the CONSULTANT's own election.
- d) In the event the CITY fails to provide compensation under the terms and conditions of this Agreement, the CONSULTANT shall notify the CITY's Designated Representative in order that the CITY may take remedial action.
- e) Pricing has been calculated based on the current prices for the goods and/or services that are the subject of the RFQ. However, the market for the goods and/or services that pertain to this RFQ may be volatile on the basis of fuel costs and sudden and substantial price increases could occur. The CONSULTANT agrees to use its best efforts to obtain the lowest possible prices from fuel suppliers, but should there be a substantial and prejudicial increase in fuel prices for fuel that is purchased after execution of this Agreement which fuel prices directly and materially relate to the pricing of the goods and/or services provided for in this Agreement, the CITY agrees, upon written request from the CONSULTANT, to consider a reasonable adjustment to the prices set forth in this Agreement based upon the following index: Engineering News Record, Construction Cost Index, etc.. Any claim by the CONSULTANT for a price increase, as provided above, shall state, with specificity, the increased cost, the product in question, and the source of supply, and shall be supported by invoices or bills of sale and such other information as may be required by the CITY. Only one

(1) such request from the CONSULTANT will be considered in each calendar year period. The decision of the CITY shall be final and non-appealable

SECTION 23: INVOICE PROCESS.

- a) Payments shall be made by the CITY to the CONSULTANT when requested as work progresses for services furnished, but not more than once monthly. Each Work Order shall be invoiced separately. The CONSULTANT shall render to the CITY, at the close of each calendar month, an itemized invoice properly dated, describing all services, a Project Status Report, the cost of the services, the name and address of the CONSULTANT, Work Order Number, Purchase Order Number, Contract Number and all other information required by this Agreement.
- b) Invoices which are in an acceptable form to the CITY and without disputable items will be processed for payment in accordance with the *Florida Prompt Payment Act*.
- c) The CONSULTANT will be notified by the CITY of any disputable items contained in invoices in accordance with the *Florida Prompt Payment Act* with an explanation of the deficiencies.
- d) The CITY and the CONSULTANT will make every effort to resolve all disputable items contained in the CONSULTANT's invoices.
- e) Each invoice shall reference this Agreement, the appropriate Work Order and Change Order if applicable, Purchase Order, the billing period, and include a Project Status Report for the period being billed.
- f) The *Florida Prompt Payment Act* shall apply.
- g) Invoices are to be forwarded directly to the designated project manager:

CITY of Holly Hill
1065 Ridgewood Avenue
Holly Hill, Florida 32117

SECTION 24: TERMINATION OF AGREEMENT.

- a) The CITY may terminate this Agreement or any Work Order for convenience at any time for one or more of the reasons as follows:
 - (1) If, in the CITY's opinion, adequate progress under a Work Order is not being made by the CONSULTANT; or
 - (2) If, in the CITY's opinion, the quality of the services provided by the CONSULTANT is/are not in conformance with commonly accepted professional standards, standards of the CITY, the requirements of Federal or State regulatory agencies, and the CONSULTANT has not corrected such deficiencies in a timely manner as reasonably determined by the CITY; or

- (3) The CONSULTANT or any employee or agent of the CONSULTANT is indicted or has a direct charge issued against him for any crime arising out of or in conjunction with any work that has been performed by the CONSULTANT; or
 - (4) The CONSULTANT becomes involved in either voluntary or involuntary bankruptcy proceedings, or makes an assignment for the benefit of creditors; or
 - (5) The CONSULTANT violates the Standards of Conduct provisions herein or any provision of State or local law or any provision of the CITY Code of Conduct.
- b) In the event of any of the causes described in this Section, the CITY's Designated Representative may send a certified letter requesting that the CONSULTANT show cause why the Agreement or any Work Order should not be terminated. If assurance satisfactory to the CITY of corrective measures to be made within a reasonable time is not given to the CITY within fourteen calendar days of the receipt of the letter, the CITY may consider the CONSULTANT to be in default, and may immediately terminate this Agreement or any Work Order in progress under this Agreement.
 - c) In the event that this Agreement or a Work Order is terminated for cause and it is later determined that the cause does not exist, then this Agreement or the Work Order shall be deemed terminated for convenience by the CITY and the CITY shall have the right to so terminate this Agreement without any recourse by the CONSULTANT.

SECTION 25: TERMINATION BY CONSULTANT FOR CAUSE.

- a) The CONSULTANT may terminate this Agreement if:
 - (1) The CITY materially fails to meet its obligations and responsibilities as contained in Section 14; CITY Rights and Responsibilities; or
 - (2) The CITY fails to pay the CONSULTANT in accordance with this Agreement.
- b) In the event of either of the causes described in Subsection (a), the CONSULTANT shall send a certified letter requesting that the CITY show cause why the Agreement should not be terminated. If adequate assurances are not given to the CONSULTANT within fourteen calendar days of the receipt of said show cause notice, the CONSULTANT may consider the CITY to be in default, and may immediately terminate this Agreement.

SECTION 26: TERMINATION BY THE CITY WITHOUT CAUSE.

- a) Notwithstanding any other provision of this Agreement, the CITY Manager shall have the right at any time to terminate this Agreement in its entirety without cause, or terminate any specific Work Order without cause, if such termination is deemed by the CITY to be in the public interest, provided that thirty (30) calendar days prior written notice is given to the CONSULTANT of the CITY's intent to terminate.
- b) In the event that this Agreement is terminated, the CITY shall identify any specific Work Order(s) being terminated and the specific Work Order(s) to be continued to completion pursuant to the provisions of this Agreement.

- c) This Agreement will remain in full force and effect as to all authorized Work Order(s) that is/are to be continued to completion.

SECTION 27: PAYMENT IN THE EVENT OF TERMINATION.

In the event this Agreement or any Work Order is terminated or canceled prior to final completion payment for the unpaid portion of the services provided by the CONSULTANT to the date of termination and any additional services shall be paid to the CONSULTANT.

SECTION 28: ACTION FOLLOWING TERMINATION.

Upon receipt of notice of termination, given by either party, the terminated party shall promptly discontinue the provision of all services, unless the notice provides otherwise.

SECTION 29: SUSPENSION.

- a) The performance or provision of the CONSULTANT services under any Work Order under this Agreement may be suspended by the CITY at any time.
- b) In the event the CITY suspends the performance or provision of the CONSULTANT's services hereunder, the CITY shall so notify the CONSULTANT in writing. Such suspension becoming effective upon the date stated in the notice. The CITY shall pay to the CONSULTANT within thirty days all compensation which has become due to and payable to the CONSULTANT to the effective date of such suspension. The CITY shall thereafter have no further obligation for payment to the CONSULTANT for the suspended provision of services unless and until the CITY's designated representative notifies the CONSULTANT in writing that the provision of the services of the CONSULTANT called for hereunder are to be resumed by the CONSULTANT.
- c) Upon receipt of written notice from the CITY that the CONSULTANT's provision of services hereunder are to be resumed, the CONSULTANT shall continue to provide the services to the CITY.

SECTION 30: ALTERNATIVE DISPUTE RESOLUTION (ADR).

- a) In the event of a dispute related to any performance or payment obligation arising under this Agreement, the parties agree to exhaust any alternative dispute resolution procedures reasonably imposed by the CITY prior to filing suit or otherwise pursuing legal remedies.
- b) The CONSULTANT agrees that it will file no suit or otherwise pursue legal remedies based on facts or evidentiary materials that were not presented for consideration to the CITY in alternative dispute resolution procedures or which the CONSULTANT had knowledge and failed to present during the CITY procedures.
- c) In the event that CITY procedures are exhausted and a suit is filed or legal remedies are otherwise pursued, the parties shall exercise best efforts to resolve disputes through voluntary mediation. Mediator selection and the procedures to be employed in voluntary mediation shall be mutually acceptable to the parties. Costs of voluntary mediation shall be shared equally among the parties participating in the mediation.

SECTION 31: SEVERABILITY.

- a) If any term, provision or condition contained in this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such term, provision or condition to persons or circumstances other than those in respect of which it is invalid or unenforceable, shall not be affected thereby, and each term, provision, and condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law when consistent with equity and the public interest.
- b) All provisions of this Agreement shall be read and applied in Pari Materia with all other provisions hereof.
- c) Violation of this Agreement by the CONSULTANT is recognized by the parties to constitute irreparable harm to the CITY.

SECTION 32: CONTROLLING LAWS/VENUE / INTERPRETATION.

- a) This Agreement is to be governed by the laws of the State of Florida.
- b) Venue for any legal proceeding related to this Agreement shall be in the Seventh Judicial Circuit Court in and for Volusia County, Florida.
- c) This Agreement is the result of bona fide arm's length negotiations between the CITY and the CONSULTANT and all parties have contributed substantially and materially to the preparation of the Contract. Accordingly, this Agreement shall not be construed or interpreted more strictly against any one party than against any other party.

SECTION 33: INDEMNITY

- a) The CONSULTANT shall indemnify and hold harmless the CITY, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONSULTANT and other persons employed by the CONSULTANT in the performance of the contract.
- b) CITY and CONSULTANT acknowledge that the conditions of any construction contract shall include language, satisfactory to the CITY's attorney, in which the contractor agrees to hold harmless and to defend CITY, its agents and employees from all suits and actions, including attorney's fees, and all costs of litigation and judgments of any name and description arising out of or incidental to the performance of the construction contract or work performed thereunder.
- c) Nothing herein shall be deemed to affect the rights, privileges, and immunities of the CITY as set forth in Section 768.28, Florida Statutes.
- d) In claims against any person or entity indemnified under this Section by an employee of the CONSULTANT or its agents or sub CONSULTANTS, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Section shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the CONSULTANT or its agents or sub CONSULTANTS, under Workers Compensation acts, disability benefits acts, or other employee benefit acts.

- e) The execution of this Agreement by the CONSULTANT shall obligate the CONSULTANT to comply with the indemnification provision in this Agreement; however, the CONSULTANT must also comply with the provisions of this Agreement relating to insurance coverage's.

SECTION 34: INSURANCE.

- a) The CONSULTANT shall obtain or possess and continuously maintain the following insurance coverage, from a company or companies, with a Best Rating of A- or better, authorized to do business in the State of Florida and in a form acceptable to the CITY and with only such terms and conditions as may be acceptable to the CITY:
- (1) Workers Compensation/Employer Liability: The CONSULTANT shall provide Worker Compensation insurance for all employees engaged in the work under this Agreement in accordance with the laws of the State of Florida. Employers' Liability Insurance at limits not less than the following:
 \$500,000 Each Accident
 \$100,000 Disease Each Employee
 - (2) Comprehensive General Liability: The CONSULTANT shall provide coverage for all operations including, but not limited to, contractual, independent CONSULTANT, products and complete operations and personal injury with limits not less than the following:
 \$1,000,000 Bodily Injury & Property Damage - each occurrence
 \$1,000,000 Personal & Advertising Injury - each occurrence
 \$2,000,000 General Aggregate
 - (3) Comprehensive Business Automobile Liability: The CONSULTANT shall provide complete coverage with a combined single limit of not less than \$1,000,000 Bodily Injury and Property Damage in accordance with the laws of the State of Florida, as to the ownership, maintenance, and use of all owned, non-owned, leased or hired vehicles.
 - (4) Professional Liability: The CONSULTANT shall provide professional liability insurance as well as errors and omission insurance in a minimum amount of \$1,000,000 CSL or its equivalent, with a combined single limit of not less than \$1,000,000, protecting the CONSULTANT against claims of the CITY for negligence, errors, mistakes, or omissions in the performance of services to be performed and furnished by the CONSULTANT.
 - (5) Other Required Insurance Coverage: Where unusual operations are necessary to complete the work, such as Longshoremen and Harbor Workers' Exposures, use of aircraft or watercraft, use of explosives, and any high risk circumstances. No aircraft, watercraft or explosives shall be used without the express advance written approval of the CITY which may, thereupon, required additional insurance coverage's.
- b) All insurance other than Workers Compensation and Professional Liability that must be maintained by the CONSULTANT shall specifically include the CITY as an additional insured. All insurance minimum coverage's extend to any sub- CONSULTANT, and the CONSULTANT shall be responsible for all sub CONSULTANTS.

- c) The CONSULTANT shall provide Certificates of Insurance to the CITY evidencing that all such insurance is in effect prior to the issuance of the first Work Order under this Agreement. These Certificates of Insurance shall become part of this Agreement. Neither approval by the CITY nor failure to disapprove the insurance furnished by a CONSULTANT shall relieve the CONSULTANT of the CONSULTANT's full responsibility for performance of any obligation including the CONSULTANT's indemnification of the CITY under this Agreement. If, during the period which an insurance company is providing the insurance coverage required by this Agreement, an insurance company shall: (1) lose its Certificate of Authority, (2) no longer comply with Section 440.57, Florida Statutes, or (3) fail to maintain the requisite Best's Rating and Financial Size Category, the CONSULTANT shall, as soon as the CONSULTANT has knowledge of any such circumstance, immediately notify the CITY and immediately replace the insurance coverage provided by the insurance company with a different insurance company meeting the requirements of this Agreement. Until such time as the CONSULTANT has replaced the unacceptable insurer with an insurer acceptable to the CITY, the CONSULTANT shall be deemed to be in default of this Agreement.
- d) The insurance coverage shall contain a provision that requires that prior to any changes in the coverage, except increases in aggregate coverage, thirty days prior notice will be given to the CITY by submission of a new Certificate of Insurance.
- e) The CONSULTANT shall provide Certificate of Insurance directly to the CITY's Designated Representative. The certificates shall clearly indicate that the CONSULTANT has obtained insurance of the type, amount, and classification required by this Agreement.
- f) The CONSULTANT shall provide updated Certificate of Insurance form(s) directly to the CITY's Designated Representative upon renewal of any policy.
- g) Nothing in this Agreement or any action relating to this Agreement shall be construed as the CITY waiver of sovereign immunity beyond the limits set forth in Section 768.28, Florida Statutes.
- h) The CITY shall not be obligated or liable under the terms of this Agreement to any party other than the CONSULTANT. There are no third party beneficiaries to this Agreement.
- i) The CONSULTANT is an independent CONSULTANT and not an agent, representative, or employee of the CITY. The CITY shall have no liability except as specifically provided in this Agreement.
- j) All insurance shall be primary to, and not contribute with, any insurance or self-insurance maintained by the CITY.

SECTION 35: EQUAL OPPORTUNITY EMPLOYMENT/NON-DISCRIMINATION

The CONSULTANT agrees that it will not discriminate against any employee or applicant for employment for work under this Agreement because of race, color, religion, sex, age, national origin, or disability and shall take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, national origin, or disability. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates

of pay or their forms or compensation; and selection for training, including apprenticeship. The CONSULTANT, moreover, shall comply with all the requirements as imposed by the Americans with Disability Act, the regulations of the Federal government issued there under, and any and all requirements of Federal or State law related thereto.

SECTION 36: ACCESS TO RECORDS/AUDIT/PUBLIC RECORDS

- a) The CONSULTANT shall maintain books, records, documents, time and costs accounts, and other evidence directly related to its provision or performance of services under this Agreement. All time records and cost data shall be maintained in accordance with generally accepted accounting principles.
- b) The CONSULTANT shall maintain and allow access to the records required under this Section for a minimum period of five years after the completion of the provision or performance services under this Agreement and date of final payment for said services, or date of termination of this Agreement.
- c) The CITY reserves the right to unilaterally terminate this Agreement if the CONSULTANT refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of Chapter 119, Florida Statutes, and other applicable law, and made or received by the CONSULTANT in conjunction, in any way, with this Agreement.
- d) The CITY may perform, or cause to have performed, an audit of the records of the CONSULTANT before or after final payment to support final payment under any Work Order issued hereunder. This audit shall be performed at a time mutually agreeable to the CONSULTANT and the CITY subsequent to the close of the final fiscal period in which services are provided or performed. Total compensation to the CONSULTANT may be determined subsequent to an audit as provided for in this Section, and the total compensation so determined shall be used to calculate final payment to the CONSULTANT. Conduct of this audit shall not delay final payment as required by this Section.
- e) In addition to the above, if Federal, State, County, or other entity funds are used for any services under this Agreement, the Comptroller General of the United States or the Chief Financial Officer of the State of Florida, or the County of Volusia, or any representative, shall have access to any books, documents, papers, and records of the CONSULTANT which are directly pertinent to services provided or performed under this Agreement for purposes of making audit, examination, excerpts, and transcriptions.
- f) In the event of any audit or inspection conducted reveals any overpayment by the CITY under the terms of the Agreement, the CONSULTANT shall refund such overpayment to the CITY within thirty days of notice by the CITY of the request for the refund.
- g) The CONSULTANT agrees to fully comply with all State laws relating to public records.
- h) The CONSULTANT agrees that if any litigation, claim, or audit is started before the expiration of the record retention period established above, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

SECTION 37: COUNTERPARTS.

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same document.

SECTION 38: SUBMITTALS.

The following are items the CONSULTANT must submit to the CITY as stated in this Agreement:

1. Certificates of Insurance
 - a) Worker compensation insurance for all employees; Section 33, Paragraph (a)
 - b) Certificates of Liability Insurance; Section 33, Paragraph (a)
2. American with Disabilities Act; Section 16, Paragraph (f)
3. Price Schedule
4. Business Tax Receipt
5. Request for Taxpayer Identification Number and Certification IRS Form W-9

All provided to the CITY must be accurate and updated certifying the CONSULTANT is proceeding correctly.

SECTION 39: MAINTENANCE OF RECORDS

CONSULTANT will keep adequate records and supporting documentation which concern or reflect its services hereunder. The records and documentation will be retained by CONSULTANT for a minimum of five (5) years from the date of termination of this Agreement or the date the Project is completed, whichever is later. OWNER, or any duly authorized agents or representatives of OWNER, shall have the right to audit, inspect, and copy all such records and documentation as often as they deem necessary during the period of this Agreement and during the five (5) year period noted above; provided, however, such activity shall be conducted only during normal business hours.

SECTION 40: OWNERSHIP OF DOCUMENTS

Upon completion or termination of each Work Order, all records, documents, tracings, plans, specifications, maps, evaluations, reports, computer assisted design or drafting disks and other technical data, other than working papers, prepared or developed by CONSULTANT under this Agreement shall be delivered to and become the property of CITY. CONSULTANT, at its own expense, may retain copies for its files and internal use. To the extent permitted by law, CITY agrees to indemnify and hold harmless CONSULTANT with respect to any claim, loss or damage, including attorney's fees incurred by CONSULTANT due to the CITY's use of said records, documents, tracings, plans, specifications, maps, evaluations, reports, computer disks and other technical data on some other project, unless such use is authorized by CONSULTANT.

With respect to and in consideration for the indemnification provided by CITY, CONSULTANT agrees to pay to CITY \$10.00, the sufficiency and receipt of which is acknowledged through the signing of this Agreement.

SECTION 41: EXHIBITS.

Each Exhibit referred to and attached to this Agreement is an essential part of this Agreement. The Exhibits and any amendments or revisions thereto, even if not physically attached hereto, shall be treated as if they are part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: the CITY through its CITY Commission taking action on the «Commission_Day» day of, «Commission_Month», «Commission_Year», and the CONSULTANT signing by and through its duly authorized corporate officer having the full and complete authority to execute same.

ATTEST:

CONSULTANT

Authorized Corporate Officer

By: _____
Authorized Corporate Officer

Date: _____

As approved by the CITY Commission of the CITY of Holly Hill at its meeting of «Commission_Day» day of, «Commission_Month», «Commission_Year»

ATTEST:

CITY OF HOLLY HILL

Valerie Manning, City Clerk

By: _____
Joseph A. Forte, City Manager

Date: _____

EXHIBIT A Scope of Services

GENERAL SCOPE OF SERVICES:

CONSULTANT shall provide to CITY professional engineering services in all phases of the work to which this General Engineering Services Agreement applies. The exact nature and magnitude of the required professional services cannot be defined precisely at the time of entering into this Agreement. The services to be performed by CONSULTANT will be set forth in the scope of services described in Work Orders to be issued by CITY from time to time. This shall include, at a minimum, the following services:

- Program Management Services
- Special Services such as Feasibility Studies and Planning
- Stormwater Management Design
- Paving and Drainage Improvements
- Roadway and Enhancement Project Design including FDOT or County related projects
- Traffic Engineering
- Construction Design, Contract Administration, Engineering and Inspection
- Public Works Permitting and Inspections
- Wastewater Treatment Plant, pump station and collection system design
- Water Treatment Plant and distribution system design
- Electrical/Electronic/SCADA system upgrades
- Property, Boundary, Easements, R/W, Topographic, and Utility surveys
- Site Plan Review
- Other miscellaneous professional services that the city may desire

SERVICES

The scope of this Contract includes, but is not limited to:

Program Management Services

- Assist with program and project prioritization including benefit/cost analysis, preparation of business cases and related financial analysis.
- Provide support of scope management, cost management (including earned value management), schedule management, risk analysis, communications management, stakeholder management, and other related duties.
- Assist in quality management including the creation and oversight of a new internal Quality Assurance and Quality Control Process. Perform quality control, including constructability reviews, for design document submittals, including work performed by other Consultants.
- Assist in the creation and oversight of a Change Management System for all proposed scope changes, additional budget requests, consultant additional fee requests, etc.
- Assist in the management of the existing Purchasing Contracts including analysis and reporting of proper contract usage and Consultant rotation (for Master Contracts).
- Assist in the creation of Scope documents, special Contract Provisions, Project Concept Reports, Request for Proposal (RFP) documents and other related documents for new Professional Services Contracts.
- Assist in the creation of documents required for Purchasing Construction Projects.
- Assist in the tracking of work orders and contract expirations and required financial related amendments.

- Prepare project schedules, costs estimates and value engineering analysis and/or review this information that is provided to the CITY by others as needed.
- Present/ provide public meeting support.
- Preparing official minutes for project related meetings for the City of Holly Hill's approval and dissemination.
- Assist with conducting man-hour costs and project schedule negotiations with Consultants.
- Provide Value Engineering services as requested.
- Provide Structural Engineering review services and expertise as needed.
- Research Engineering related topics as needed and provide related technical summaries of requested information.
- Provide expertise in a variety of other Engineering topics as requested.
- Provide Utility Coordination and support, including pre-construction coordination, related to all Capital Projects.
- Serve as a liaison for FDOT or Volusia County projects within the City of Holly Hill as needed.
- Provide temporary in-house program management staff, if requested, on a part-time or full-time basis.

Planning Support

- Prepare various concept and feasibility studies for Capital Projects as needed.
- Analyze alternative design concepts and prepare technical reports as needed.
- Perform transportation planning and traffic operations studies for various projects as needed.
- Prepare Complete Street or Context Sensitive Design studies as needed.
- Provide review of Project Development and Environment (PD&E) studies being performed within the city.

Design Support

- As requested, furnish expertise, labor and resources in preparing complete code compliant sets of construction contract documents, plans, specifications and special provisions as needed for Capital Projects. These projects include, but are not limited to, roadway, sidewalk, trail, stormwater and/or water quality, buildings, landscaping/irrigation, water/wastewater treatment plant, water distribution, wastewater collections, and well field projects.
- Provide Survey and Mapping services as needed to complete the required design services.
- Provide any post design services and/or plan update services as needed to include record drawings and as-built drawings.
- Attend meetings as necessary and provide any related Public Information support.
- Prepare Maintenance of Traffic (MOT) plans as needed and/or provide the review of MOT plans prepared by others.
- Prepare Landscape Design plans as needed and/or review Landscape Plans prepared by others.
- Provide Geotechnical Engineering support as needed.
- Provide other services as needed related to the Design elements of related Capital Projects.

Construction Engineering and Inspection Services

- Conducting and/or attending preconstruction meetings.
- Review and approval of shop drawings, products, etc.
- Preparation of change orders.
- Construction contract administration.
- Construction engineering and inspection services.
- Coordination/provision of record drawings and as-built drawings.

- Construction services for FDOT funded projects which must follow FDOT guidelines.
- Additional engineering services as may be required during the course of construction.

Grant Funding Support

- Assist in preparation of various grant applications and associated documents for Public Works Department related grants.
- Assist in coordination with the Florida Department of Transportation for LAP projects and assist in the preparation of the necessary forms and related documents.
- Assist with duties related to the various committees at the River to Sea Transportation Planning Organization (TPO), including review of agenda packet technical information, preparation of Prioritized Project Lists, creation of new project applications, preparation of presentations and other associated duties.
- Provide other related grant funding support as needed.

Miscellaneous Support

- Provide assistance to obtain all permits for Capital Projects or others as required for the Public Works Department.
- Consumptive use permitting, DEP operating and/or construction permits.
- NPDES wastewater permitting, reuse permitting, capacity analysis reports, reuse feasibility reports.
- SJRWMD permitting, NPDES MS4 permitting support, Corp of Engineers permitting, etc.
- Provide assistance for property acquisitions related to hearings, condemnations proceedings, and other litigation including the preparation of trial exhibits.
- Site plan review services.
- Provide appraisals and other property acquisition support as needed.
- Preparation of applicable easements, R/W acquisition documents.
- Provide environmental research and support, including, but not limited to, contamination analysis, wetland research and analysis, threatened and endangered species and archeological and historical research.
- Assist with necessary duties as required related to disaster storm/recovery. Coordinate with FEMA, NRCS and FHWA for reimbursements and potential funding to repair storm related damage to the Transportation and Stormwater system.
- Provide assistance with the CITY's Asset Management system including review and prioritization of asset management data (such as pavement condition index scores, etc.).
- Provide coordination and analysis of the CITY's Work Management System and assist with the integration of the CITY's Asset Management System.
- Preparation or procurement of operation and maintenance manuals
- Perform other duties as needed; services dictated by the needs of the CIP and other specific projects

Potential Projects

The following is a list of potential projects that will be considered under this City of Hollywood Public Utilities Department Professional Services Agreements for General Engineering Consultant Services. Inclusion of a project in this list does not guarantee the project will either be awarded, or be awarded as work under a contract included in this agreement.

Projects

Water

Update WTP ERP
 Water System Modeling
 Chemical Area Enclosures
 Painting of the WTP
 Fixed Emergency Generator - Well 11
 Fixed Emergency Generator - Westerly Well Field
 Well #6 Rehabilitation
 Well #12a Rehabilitation
 WTP Control System Upgrade – SCADA
 Wellfield Telemetry Upgrades
 Fire Hydrant Replacement Program
 Raw Water Line Relocation Due to LPGA Widening
 Utility Relocations due to Calle Grande Mast Arm Install
 Quicklime Waste Conditioning System
 AC and GS Pipe Replacement Program
 Water Plant Operations Building Improvements/Expansion

Wastewater

Update WWTP ERP
 Wastewater System Modeling
 Reclaim System Modeling
 Biological Treatment Unit #3
 Bar Screen Upgrade
 Equalization Tank Upsizing
 Painting of the WWTP
 Force Main Valve Installations
 Expansion of Reclaimed Water Distribution System
 Septic Tank to Sewer Conversion
 WWTP Control System Upgrade – SCADA
 Automated Diesel Fuel Tank Fuel Level Indicator
 Lift Station 01
 Lift Station 03
 Lift Station 05
 Lift Station 07
 Lift Station 09
 Lift Station 10
 Lift Station 13
 Lift Station 17
 Lift Station 17B
 Lift Station 18A
 Lift Station 19

Lift Station 20
 Lift Station 21
 Wetwell Capacity Analysis and Upgrades
 Inflow/Infiltration Study
 Collection System Manhole/Pipe Lining Program
 Replace Gravity Wastewater Collection Mains from Calle Grande to lift Station #24
 Reclaimed Water Tank Restoration
 Reclaim Water Piping and Pump Upgrades
 Additional Reclaim Water Storage
 Replacement of Effluent Pumps
 Sand Filter Refurbishment
 Chlorine/Post-Aeration Basin Upgrade
 Effluent Pumping Facility Upgrade
 MCC 1 Roof Repair
 Aeration Storage Tank Walkway Replacement

Stormwater

Citywide Stormwater NPDES Permit
 Stormwater System Modeling
 Downtown Drainage Remediation Project
 Stormwater Collection System Replacement 7th St – US-1 to River
 Stormwater Tide Control Valves
 Stormwater Master Plan Improvement Projects
 CMP Replacement Program

Building and Grounds

Kayak/Canoe Launching Area
 Reroof Hollyland N/S Buildings & Pavilions
 City Files Archival Building
 Reroof Picnic Pavilions - Centennial Park
 Repair of Nature Boardwalk at Sunrise Parks
 Dock Repairs- Sunrise and Ross Point Parks
 The Market Reroof Phase II
 New Fence around Sica Hall
 Repave Sunrise Park North Parking Lot
 Pave Dog Park Parking Lot
 Pave Ross Point Park Parking Lot
 Tot Lot at Ross Point
 ADA Access Audit
 New Security Fence Around PW Yard
 Recreational Facilities at Drainage Ponds
 Security Camera System for Parks and Facilities
 Solar Lighting for Parks

Roadway

Waypoint Signage
 Citywide Pavement/sidewalk Study
 Road Sign Survey
 Tree Survey
 Riverside Dr - Wooden Pedestrian Bridge Repair
 Railroad Pedestrian Crossing at Calle Grande

Misc. FEC Track Crossing
Flomich St Sidewalk Construction
Center Ave Sidewalks
Calle Grande Sidewalks
6th Street and US-1 Mast Arms
8th Street and US-1 Mast Arms
Annual Roadway Resurfacing Projects
CRA District Conversion of O/H Utilities to U/G

DRAFT

Attachment: RFQ-ENG-15-01 Engineering Services (1211 : General Engineering Services Contracts)

**Exhibit B
Certificates of Insurance**

DRAFT

Attachment: RFQ-ENG-15-01 Engineering Services (1211 : General Engineering Services Contracts)

**Exhibit C
WORK ORDER FORM**



WORK ORDER-SERVICES# _____

Encumbrance PO Number: _____

City of Holly Hill (Buyer)

Resolution #: _____

Vendor Name:	Date:
Address:	Bid #:
City, State & Zip:	Project:
	Commission Approval Date:

Budgeted/Existing: _____ **New:** _____ **Continuing Service:** _____

Mail Invoices in duplicate to:
City of Holly Hill

Holly Hill, Florida 321____

Total Cost: \$ _____

ATTACHMENTS TO THIS WORK ORDER:

- () Description of Services
() Drawings/Plans/Specifications
() Special Conditions
() Rate Schedule

METHOD OF COMPENSATION:

- () Fixed Fee Basis
() Not To Exceed
() Unit Price

TIME FOR COMPLETION: The obligation of the Vendor to provide services to the City shall commence upon execution of this Work Order (WO) by the parties and services shall be completed by _____. Failure to meet the completion date may be grounds for termination of this WO and the underlying contract for default. Time is of the essence.

WITNESS WHEREOF, the parties hereto have made and executed this Work Order on this _____ day of _____, 20____, for the purposes stated herein.

(THIS SECTION TO BE COMPLETED BY THE CITY)

ATTEST:

Vendor

_____, Attesting Officer

_____, Officer with Corporate Signatory Authority

Date: _____

WITNESSES:

Department Head approved RAP on _____.

CITY OF HOLLY HILL

Authorized Signatory

WORK ORDERS TERMS AND CONDITIONS

- Execution of this Work Order (WO) by the City shall serve as authorization for the Vendor to provide for the stated services as set out in this WO. It is expressly understood by the Vendor that this WO, until executed by the City, does not authorize the Vendor to perform any services for the City.
- This WO shall take effect on the date of its execution by the City and expires upon final completion, inspection and payment unless terminated earlier in accordance with the termination provisions herein. The Vendor shall sign this WO first and the City second. This WO will be forwarded to the Vendor upon execution by the City.
- The Vendor shall provide services pursuant to this WO, its attachments, and the underlying Agreement (as amended, if applicable) which is incorporated herein by reference as if it had been set out in its entirety. In the

event that the terms and conditions of this WO are inconsistent with the terms and conditions of an underlying contract which is implemented, in whole or part, by this WO; then the terms and conditions of the underlying contract shall apply.

- Compensation is based on the method indicated on the first page of this WO.
- Payments to the Vendor shall be made by the City in strict accordance with the payment terms and conditions listed below or in the underlying contract.
- By accepting this WO, the Vendor accepts all the terms and conditions included herein.
- The City reserves the right, without liability of any type, to cancel this WO as to any services not yet performed or tendered, and to purchase substitute services and to charge the Vendor for any loss incurred.
- The City may cancel this WO, any outstanding services hereunder, or reschedule in whole or in part, for cause or no cause, upon written notice to the Vendor sent at least fourteen (14) days prior to the completion date specified. The City may cancel this WO in whole or in part at any time for default by written notice to the Vendor.
- The City shall have no liability to the Vendor beyond payment of any balance owing for services completed hereunder and accepted by the City prior to the Vendor's receipt of the notice of termination.
- Prices stated on this WO are firm, all inclusive and consistent with applicable negotiations, bid(s) and/or quotations. The City is exempt from the Florida sales and use taxes and will furnish the Vendor with proof of tax exemption upon written request.
- The City reserves the right to conduct any inspection or investigation to verify compliance of the services with the requirements of this purchase and to reject any delivery not in compliance and, if the deficiency is not visible at the time of acceptance, to take and require appropriate corrective action.
- The Vendor agrees to comply with all Federal, State of Florida, Volusia County and City laws, ordinances, regulations, authority and codes and authority having jurisdiction over the purchase. This WO shall be governed by and interpreted in accordance with the laws of the State of Florida. In any action or proceeding required to enforce or interpret the terms of this Agreement, venue shall be of the Seventh Judicial Circuit in and for Volusia County, Florida.
- The Vendor agrees to indemnify, hold harmless and defend the City: (1) from any loss, expense, claim or damage arising from any claim or action based on any acts or omissions of the Vendor, its employees, servants, agents or sub CONSULTANTS; (2) with respect to any and all claims, suits, actions, and proceedings of actual or alleged infringements of any letter, patent, register of industrial design, trademark or trade name, trade secret, copyright or other protected right in any country resulting from any sale, use or manufacture of any goods delivered hereunder. The City reserves its right to be represented in any such action by its own counsel. Nothing herein shall be deemed to affect the rights, privileges, and immunities of the City as set forth in Section 768.28, *Florida Statutes*.
- The Vendor shall not assign this WO, any rights under this WO or any monies due or to become due hereunder, nor delegate or subcontract any obligations or work hereunder without the prior written consent of the City.
- The Vendor shall perform the obligations of this WO as an independent CONSULTANT and under no circumstances shall it be considered as agent or employee of the City.
- The Vendor ensures that its personnel shall comply with reasonable conduct guidelines and City policies and procedures. A person or affiliate who has been placed on the convicted vendor list may not submit a bid or transact business with the City in excess of Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. In compliance with 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act (INA)], the City will not intentionally make an award or upon discovery of a violation will unilaterally cancel this WO with any vendor who knowingly employs unauthorized alien workers.
- If this WO involves the Vendor's performance on the City's premises or at any place where the City conducts operations, the Vendor shall request information from the Purchasing Manager regarding insurance coverage requirements. Noncompliance with this item shall place the Vendor in default and subject to disbarment from the City's Vendor List.
- The failure of the City to enforce any provision of this WO, exercise any right or privilege granted to the City hereunder shall not constitute or be construed as a waiver of any such provision or right and the same shall continue in force.

**Exhibit D
AMERICANS WITH DISABILITIES ACT
AFFIDAVIT**

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding CITY.

The CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the CITY be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Agreement for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the CITY, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

DATED this _____ day of _____, 20____.

(Name of PROPOSER)

(Signature of person signing FORM)

(Printed name of person signing FORM)

(Title of person signing FORM)

Sworn to and subscribed before me

This _____ day of _____
20____.

Signature of Notary (& Stamp)
Notary Public, State of _____

Personally Known _____ or
Produced Identification _____
(type of identification)

**Exhibit E
FEE SCHEDULE**

DRAFT

Attachment: RFQ-ENG-15-01 Engineering Services (1211 : General Engineering Services Contracts)

**Exhibit F
BUSINESS TAX RECEIPT**

DRAFT

Attachment: RFQ-ENG-15-01 Engineering Services (1211 : General Engineering Services Contracts)

Exhibit G
Request for Taxpayer Identification Number and Certification
(W-9 Form)

DRAFT

Attachment: RFQ-ENG-15-01 Engineering Services (1211 : General Engineering Services Contracts)



PROFESSIONAL ENGINEERING SERVICES FOR THE CITY OF HOLLY HILL

OCTOBER 13, 2015

RFP-ENG-15-01



CPWG
Cribb Philbeck Weaver Group

SUBMIT QUALIFICATIONS TO: City of Holly Hill 1065 Ridgewood Avenue Holly Hill, FL 32117 Attn.: CITY CLERK	REQUEST FOR QUALIFICATIONS and Proposer Acknowledgment
Contact: Walt Smyser Deputy Public Works Director 386-248-9463 - Phone 386-248- 9499 - Fax wsmyser@hollyhillfl.org	RFQ-ENG-15-01 General Engineering Services Contract
Qualification Due Date: October 13, 2015 Qualification Due Time: 2:00 PM	Location of Public Opening: City of Holly Hill City Hall Workshop Conference Room 1065 Ridgewood Avenue Holly Hill, FL 32117
Proposer Name: Cribb Philbeck Weaver Group	Federal Employer ID Number or SS Number: 20-1262722
Mailing Address: 3433 Lithia Pinecrest Rd. #244	If returning as a "No Submittal", state reason (if so, return only this page):
City, State, Zip: Valrico, FL 33596	
Type of Entity: <i>(Circle one)</i> ☒ Corporation Partnership/Joint Venture Proprietorship Limited Liability Company Other: _____	 Authorized Signature (Manual)
Incorporated in the State of: Florida	
Telephone Number: (813) 334-9914	Typed Name: Sheila Tarte
Toll Free Telephone Number: N/A	Title: President
Fax Number:	Date: 10/09/15

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION

The Applicant is expected to completely analyze the information contained in this Request for Qualifications as guidance for the preparation of the submittal. The Applicant's submittal shall be sufficiently specific, detailed, and complete to clearly and fully demonstrate the Applicant understands the proposed work requirements.

Attachment: CPWG (1211 : General Engineering Services Contracts)

Table of Contents

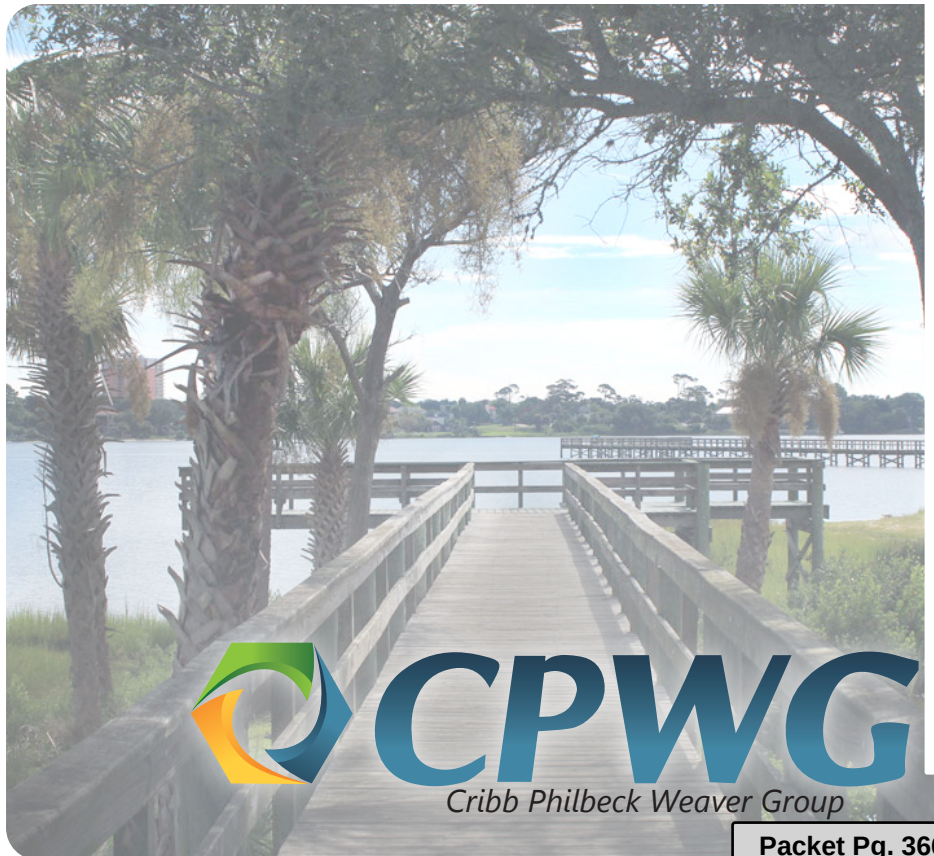
1.	Required Submittals.....	1
2.	Project Approach.....	11
3.	Qualifications of Proposed Personnel.....	15
4.	Similar Project Experience.....	20
5.	Innovative & Cost Saving Ideas	23
6.	Location of Firm.....	24



SECTION 1: REQUIRED SUBMITTALS

OCTOBER 13, 2015

RFP-ENG-15-01



CPWGW
Cribb Philbeck Weaver Group



10/09/2015
 Walt Smyser, Deputy Public Works Director
 City of Holly Hill
 1065 Ridgewood Avenue
 Holly Hill, FL 32117

Cribb Philbeck Weaver Group
 2215 Wembley Place
 Oviedo, FL 32765

RE: RFQ-ENG-15-01 General Engineering Services Contract

To Whom It May Concern,

Cribb Philbeck Weaver Group (CPWG) is pleased to submit this response to the above-mentioned RFQ. CPWG is a Brandon based FDOT certified small business, with experience in the provision of on-call general engineering services to government clients. We will be performing all work for this contract out of our Oviedo office. Our team will be led by our Project Manager Jeff Earhart, PE and Steve Tarte our Principal in Charge. Our team has a great deal of experience providing professional engineering services with a wide range of project experience. Uniquely, we are also a General Contractor, with almost of all of our construction work coming from small municipal projects. CPWG has served or currently is serving, as on-call engineering and planning consultants to more than 20 local governments throughout Central Florida. Our clients for similar contracts include the City of Winter Haven, Orange County, Osceola County, Seminole County, Lake County, the City of Orlando, the City of Oviedo, the City of Longwood, the City of St. Pete Beach, and more, Our staffing capabilities are as varied as the services typically required by municipalities. Our services include major roadway reconstruction projects, landscape architecture projects, parks projects, stormwater master plans, drainage improvements, water quality improvement, traffic operations, traffic signals, transit planning and operations, bicycle and pedestrian planning and design, trails design, design of boat ramps and docking facilities, and conversion and re-purposing of existing city-owned buildings into community recreation facilities

CPWG maintains an active and engaged Quality Control program, which ensures that our deliverables are accurate, thorough, biddable, and constructible. In tandem with our exacting Quality Control program, we conduct value engineering reviews to ensure that the County receives the maximum value as well as competitive and effective results. We understand the unique nature of on-call contracts, as they represent the largest part of our work. We have learned that success on these contracts hinges on our ability to listen to clients in order to understand needs and expectations. At CPWG, we pride ourselves on our responsiveness and communication. Another important component of CPWG's success is our experience with you and other local governments. We are particularly attuned to the needs of small government. We maintain good relationships with your local, regional, and state implementation partners to ensure efficient and desirable results that come with our dedication to technical excellence

Sincerely,

Steve Tarte, Vice President — steve.tarte@cpwgengineering.com — (813) 334-9914

Attachment: CPWG (1211 : General Engineering Services Contracts)

Summary of Litigation

Cribb Philbeck Weaver Group has no prior litigation information to report.

CONFLICT OF INTEREST STATEMENT

Before me, the undersigned authority, personally appeared
Sheila Tarte, who was duly sworn, deposes, and states:

1. I am the President of Cribb Philbeck Weaver Group with a local office in n/a and principal office in Brandon, Florida.
2. The above named entity is submitting an Expression of Interest for the City of Holly Hill project described as ***RFQ-ENG-15-01: General Engineering Services Contract***
3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.
4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting Qualifications for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.
7. Neither the entity, nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of City of Holly Hill.
9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with City of Holly Hill.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify City of Holly Hill in writing.

DATED this 13th day of October, 20 15.

Cribb Philbeck Weaver Group
 (Name of PROPOSER)

Sheila Tarte
 (Signature of person signing FORM)

Sheila Tarte
 (Printed name of person signing FORM)

President
 (Title of person signing FORM)

Sworn to and subscribed before me

This 13 day of OCTOBER
 20 15 Michael M Brock

Signature of Notary (& Stamp)
 Notary Public, State of FL

Personally Known ☒ or
 Produced Identification _____
 (type of identification)



Attachment: CPWG (1211 : General Engineering Services Contracts)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL
COMPLIANCE WITH THE PUBLIC RECORDS LAW

Upon award recommendation or thirty (30) days after closing, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Holly Hill.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to defend the City in the event we are forced to litigate the public records status of the company's documents.

DATED this 13th day of October, 2015.

Cribb Philbeck Weaver Group
 (Name of PROPOSER)

Sheila Tarte

(Signature of person signing FORM)

Sheila Tarte

(Printed name of person signing FORM)

President

(Title of person signing FORM)

Sworn to and subscribed before me

This 13 day of October
 2015

Michael M Brock
 Signature of Notary (& Stamp)

Notary Public, State of FL

Personally Known ☒ or

Produced Identification _____
 (type of identification)



Project Number: RFQ-ENG-15-01

Attachment: CPWG (1211 : General Engineering Services Contracts)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL**PUBLIC ENTITY CRIME SWORN STATEMENT (FORM PUR 7068)
SWORN STATEMENT UNDER SECTION 287.133(3)(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES****THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to The City of Holly Hill
[print name of public entity]

By Sheila Tarte, President
[print individual's name and title]

For Cribb Philbeck Weaver Group
[print name of entity submitting sworn statement]

whose business address is:

2215 Wembley Pl.
Oviedo, FL 32765

and (if applicable) its Federal Employer Identification Number (FEIN) is 20-1262722
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

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

of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THE FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Michael M Brock
(Signature)

Date: October 13, 2015

Sworn to and subscribed before me this 13 day of OCTOBER, 2015.

Personally known ✓

Or Produced identification _____

(Type of Identification)

Notary Public – State of FL

My commission expires _____

(Printed, typed or stamped
commission name of notary public)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL
DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida statute 287.087 hereby certifies that
Cribb Philbeck Weaver does:
 (Name of Business) Group

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 proposed 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 Qualification, the employee will propose 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.

DATED this 13th day of October, 2015.

Cribb Philbeck Weaver Group
 (Name of PROPOSER)

Sheila Tarte
 (Signature of person signing FORM)

Sheila Tarte
 (Printed name of person signing FORM)

President
 (Title of person signing FORM)

Sworn to and subscribed before me

This 13 day of OCTOBER
 2015

Michael M Brock
 Signature of Notary (& Stamp)
 Notary Public, State of FL

Personally Known ☒ or
 Produced Identification ☐
 (type of identification)



Attachment: CPWG (1211 : General Engineering Services Contracts)

W-9 REQUEST FOR TAXPAYER NUMBER AND CERTIFICATION

Substitute
Form**W-9****Request for Taxpayer
Identification Number and Certification**Give form to the
requester. Do not
send to the IRS.Print or type
See Specific Instructions on page 2.Name (as shown on your income tax return)
Cribb Philbeck Weaver Group

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☒ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶☐ Exempt
payeeAddress (number, street, and apt. or suite no.)
2215 Wembley Pl

Requester's name and address (optional)

City, state, and ZIP code
Oviedo, FL 32765

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

or

Employer identification number

20 1262722

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined in the instructions).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.**Sign
Here**Signature of
U.S. person ▶

Date ▶ 10/13/15

***Instructions to Form W-9 available upon request.**

Detach on the perforation

Section 119.071(5), Florida Statutes Notice:

Your Tax Identification Number (which for individuals is your social security number) is collected on Form W9 for use in filing information returns with the IRS as described more fully below. Collection of the tax identification number (or social security number as applicable) is mandatory pursuant to Section 6109 of the Internal Revenue Code (26 U.S.C § 6109).

Privacy Act Notice:

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

Attachment: CPWG (1211 : General Engineering Services Contracts)

AMERICANS WITH DISABILITIES ACT AFFIDAVIT

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding CITY.

The CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the CITY be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Agreement for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the CITY, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

DATED this 13th day of October, 2015.

Cribb Philbeck Weaver Group
(Name of PROPOSER)

Sheila Tarte
(Signature of person signing FORM)

Sheila Tarte
(Printed name of person signing FORM)

President
(Title of person signing FORM)

Sworn to and subscribed before me

This 13 day of OCTOBER
20 15.

Michael M Brock
Signature of Notary (& Stamp)
Notary Public, State of FL

Personally Known _____ or
Produced Identification _____
(type of identification)

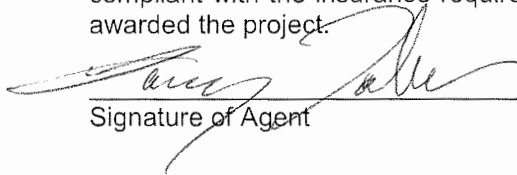


Attachment: CPWG (1211 : General Engineering Services Contracts)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL
INSURANCE CONFIRMATION

On behalf of our client, _Cribb Philbeck Weaver
 Group_____ ,

and by acknowledging with signature below, we have read and understand the insurance requirements for this Solicitation and Agreement. We can and will provide a Certificate of Insurance (COI) that is compliant with the insurance requirements stated in this Solicitation and Agreement should our client be awarded the project.



 Signature of Agent

 Larry Talbert Owner
 Print Name & Title

 _Talbert Insurance Services
 Agency

3473 Satellite Blvd., Suite 114,
 Duluth GA 30096
 Address

 RFP-ENG-15-01
 Project # & Title

 10/09/15
 Date

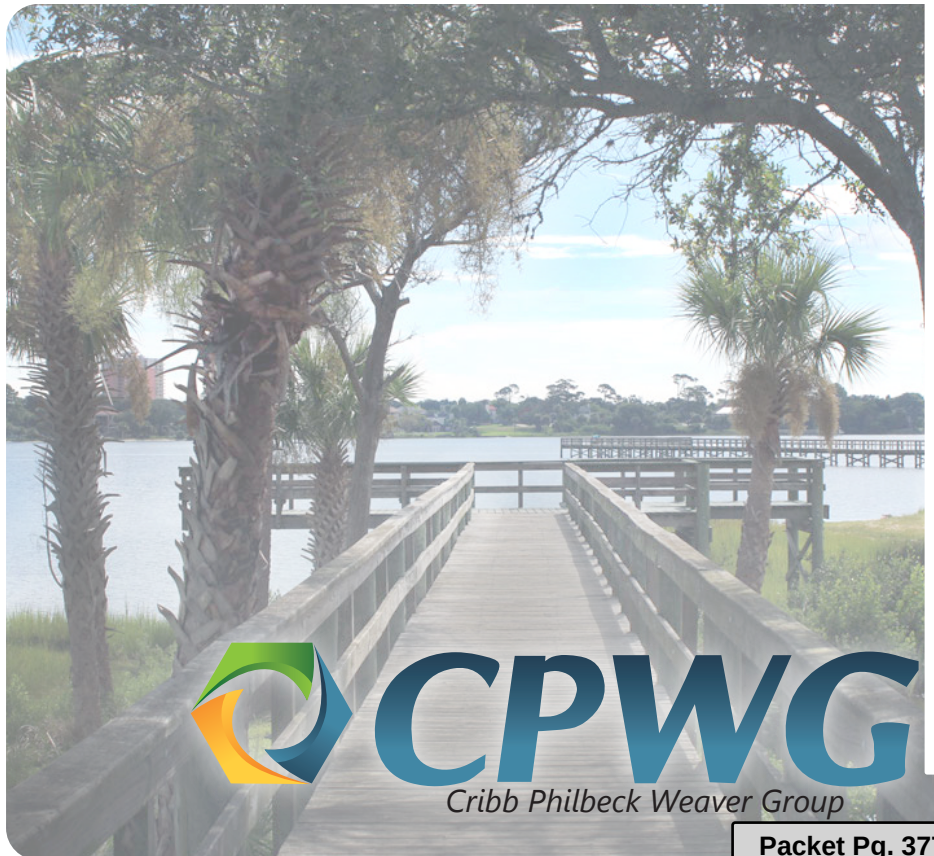
Attachment: CPWG (1211 : General Engineering Services Contracts)



SECTION 2: PROJECT APPROACH

OCTOBER 13, 2015

RFP-ENG-15-01



CPWGW
Cribb Philbeck Weaver Group

Statement of Approach

At the heart of our service is our method of approach that directs all of our professional efforts. Environmental services, geotechnical engineering, utilities, transportation engineering, roadway design, storm drainage, engineering cost estimating, construction engineering and inspection, plat review, and site development review efforts are all managed using our well tested method. We have demonstrated our ability to complete projects on time and within budget time and again through our success on multiple central Florida region continuing contracts. We attribute this success to our organized and creative approach. We are thoroughly familiar with the process of addressing and solving municipal design issues and are sure of our ability to assist the City of Holly Hill in its efforts to improve City infrastructure. Some of the project design elements desired at each of the sites are enumerated below.

Sample Scope of Services and Schedule

Below is an actual multi-disciplined scope of services and schedule providing the City of Longwood with roadway, stormwater and utility design, permitting and construction phase services on the Jessup Avenue, Florida Avenue and First Street Improvement Projects.

This proposal to provide engineering services for the improvement of W. Jessup Avenue from CR 427 west to dead end (approx 850 feet) and Florida Avenue CR 427 to W Church Avenue (approx 1,350 feet) and unpaved right-of-way between W. Jessup Avenue and Florida Street (approx 160-ft) in the City of Longwood, Seminole County, Florida.

The project includes the following design criteria—changes to these assumptions during the design phase may be cause for additional services: two ten foot lanes, one five foot side walk with type F curb, ribbon curb on opposite side, swale on side of road with ribbon curb, all marking shall be painted, driveway shall be extended from the roadway to the right-of-way line. The driveway will accommodate two cars and one side will line up for the existing driveway, if possible.

The following is a detailed list of services to be provided to the City of Longwood under this contract.

1. Data Collection and Kick-off Meeting

Review past data and historical problems collected by City of Longwood staff. Identify critical characteristics throughout the existing system. Attend one kick-off meeting with the City. Perform one site review.

2. Utility Coordination

The Consultant shall coordinate with the various utility entities in order to verify/confirm the existence of existing underground utilities in the vicinity of the proposed improvements and design utility upgrades.

3. Prepare Construction Plans

Prepare construction plans necessary for construction. All calculations, design parameters, and construction plans shall be submitted in English Standard Units. At a minimum, it is anticipated that the preparation of construction drawings for the proposed roadway paving will include the following: Title Sheet (1 sheet), Aerial (1 sheet), General Notes (1 sheet), Swale/Roadway Profiles (6 sheets at 1-inch=20-feet scale), Cross Sections (4 Sheets), Standard drawings and details (4 sheets), Specifications Package

Submittals will be made at the 60%, 90%, and 100% levels of completion. Two sets of plans will be provided at each level of completion. One electronic set will be provided at the final level of completion.

4. *Technical Specifications*

Compile technical specifications; prepare special provisions; assemble bidding documents for road construction.

5. *Cost Estimate*

The Consultant shall prepare probable construction costs for the project. Statements of probable construction costs and detailed cost estimates prepared by the Consultant represent his best judgment as a design professional familiar with the construction industry. It is recognized, however, that the Consultant has no control over the cost of labor, materials, or equipment; the contractor's methods of determining bid prices; or competitive bidding or market conditions. Accordingly, the Consultant cannot and does not guarantee that bids will not vary from any statement of probable construction cost or other estimates prepared by him.

6. *Meetings*

CPWG will attend four meetings with Client/City staff to review permit submittals, plan sets and discuss other issues. Meeting minutes will be prepared for each meeting.

7. *Permitting Services*

CPWG will prepare an ERP stormwater permit and DEP permits as required for construction. CPWG will attend one pre-application conference with representatives from SJRWMD and DEP. Any required permit fees will be paid by the City.

8. *Request for Additional Information*

CPWG will supply responses for reasonable "request for additional information (RAI) from regulatory agencies in order to acquire the necessary permits

9. *Public Involvement*

CPWG will attend one public meeting for the project. In conjunction with this meeting CPWG will prepare presentation boards in support of the public meeting. The City will print and mount the boards.

10. *Survey*

The limits of survey will be W. Jessup Avenue from CR 427 west to dead end (approx 850 feet), Florida Avenue CR 427 to W Church Avenue (approx 1,350 feet) and unpaved right-of-way between W. Jessup Avenue and Florida Avenue (approx 160-ft). The survey at side street intersections will extend approximately fifty feet in each direction. The total length of roadway to be surveyed is estimated to be 2,360 feet.

The survey shall be provided in Autocad format. The horizontal location of the survey shall be relative to the Florida State Plane Coordinate System as established from Seminole County GIS Control Points. Vertical datum will be relative to NAVD88 as established from Seminole County benchmarks. All work shall be performed and prepared in accordance with Chapter 472 of the Florida Statutes, and Chapter 5517 of the Florida Administrative Code.

Right-of-Way Location

Existing plats, land records and right-of-way maps obtained from Seminole County shall be used to recover of existing property and right-of-way monuments. The control traverse shall be utilized to locate sufficient property corners to determine and map the location of the right-of-way lines

according to existing plat, map and deed dimensions. A base map of existing right-of-ways will be prepared.

Topographic Survey

The horizontal and vertical spatial relationship of the above ground natural or man-made features lying within and 25 feet beyond the existing right-of-ways outlined herein shall be established and mapped. Elevations shall be taken along the route at 100 foot intervals and at apparent high and low points. Spot elevations shall be taken as necessary to identify significant elevation changes occurring within the limits of survey. Sufficient spot elevations will be obtained to develop a one foot contour interval digital terrain model. Accessible drainage structures and associated pipes shall be located with rim and invert elevations, size, material and direction of pipes. The topographic data will be added to the right-of-way base map of the project.

Surface Utility Survey

A utility locate will be requested from the Sunshine State One Call Service. Existing underground utilities shall be located based on the surface marking of said utilities, by the One Call Service. Surface appurtenances of said utilities such as water meters, hydrants, valves, junction boxes, and transformers shall be located. Utility poles shall be located with direction of overhead lines, as well as support structures such as guy poles and guy anchors. Sanitary sewer structures and associated pipes shall be located with rim and invert elevations, size, material, and direction of pipes. The utility data will be added to the right-of-way base map of the project.

Baseline Reference Points

The baseline of survey shall be referenced to permanent monumentation located outside the limits of construction at the beginning, end of roadways, and at intervals not to exceed 1,000 feet.

11. Geotechnical Information

Borings will be taken to assist in pavement design and pipe placement issues. Perform nine (9) auger borings to a depth of 10 feet along the subject roadway alignments. The following number of borings will be performed at each location: Three (3) along West Jessup Avenue, Four (4) along Florida Avenue, Two (2) along the connector roadway. Obtain four (4) relatively undisturbed soil samples within proposed swale locations for laboratory permeability testing at the following locations: One (1) along West Jessup Avenue, Two (2) along Florida A venue, One (1) along the connector roadway

Comprehensive, Cost Effective Project

A list of typical project tasks are: 1) Data Collection and Kick-off Meeting; 2) Utility Coordination; 3) Prepare Construction Plans; 4) Technical Specifications; 5) Cost Estimate; 6) Meetings; 7) Permitting Services; 8) Request for Additional Information; 9) Public Involvement; 10) Survey and 11) Geotechnical Information. They are described above. Our project manager Jeff Earhart, PE has been managing similar continuing contracts for over 20-years. The comprehensive approach used is to accurately define and understand the problem, so the scope can include all elements needed to achieve a successful solution. This reduces or eliminates the need for change orders during the project. This leads to a more cost-effective project from the design side. But cost control does not stop here, CPWG has general contractors on staff that review cost estimates and assist with value engineering. By making critical decision during the design phase, such as using different materials, balancing site excavation, providing alternates in the bid to give the contractor flexibility can yield savings to the City. We also design with the construction budget in mind. Our bids are generally with 10% of the construction cost estimate, limiting surprises at bid opening.

Budget Monitoring and Communication

Our Oviedo office is 2.5 miles from City Hall, making face to face meeting and communication very simple. Furthermore, our project organization provides a proactive management approach with clear lines of communication, well-defined activities and responsibilities at each management level, established quality control and quality assurance procedures, direct access to resources and professional staff, and rapid and effective implementation and control of each work element within the confines of scope, budget, and schedule. Simple things, such as returning phone calls and emails in a timely manner, generally the same day, are our hallmarks of success. Providing written monthly status reports of all on-going continuing projects in one document will allow all staff to understand the status of each active project. We also believe the customer is always right; we will address both in-scope and out-of-scope requests without hesitation. Our goal is to help you achieve your goals. Efficient communication and accurate timely reporting helps everyone succeed.

Timeliness, Scheduling, and Monitoring Plan

Cost and schedule control on a fixed-price task order is best accomplished by clearly identifying the scope of work during cost proposal development, negotiating a fair and reasonable price for the work, and performing the work promptly and to the client's satisfaction the first time. CPWG has designed a method of project planning, proposal development, and project execution to reach that goal. We consistently use Microsoft Project and our accounting software for schedule/budget control and monitoring. We routinely use weekly meetings to monitor the schedule, budget and progress of the project. In addition, monthly reports are generated for reporting to the client on continuing projects. The potential difficulties are discussed during these progress meetings and if needed corrective action plans are developed and discussed with the client at an early stage to ensure the project is delivered on schedule.

Cost Estimating

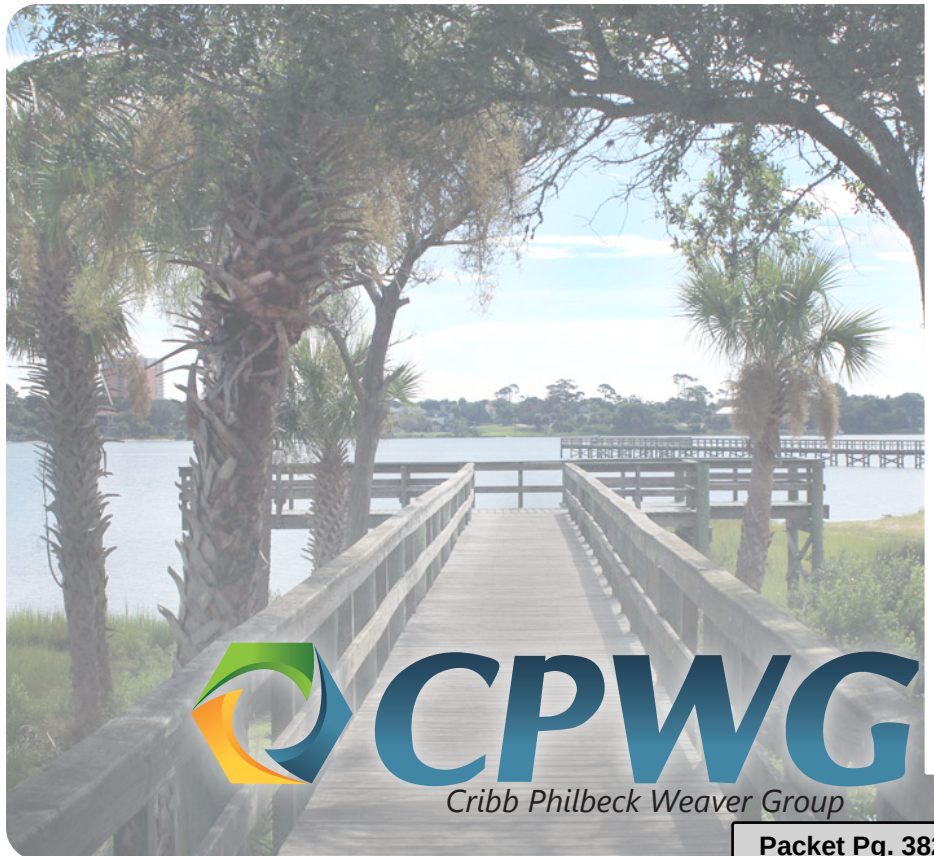
All planning and design projects require a thorough knowledge of construction costs. We file all bid tabs received on our projects in an accessible database. In an effort to maintain an accurate database for providing cost estimates on our design projects and on planning level estimates, this is periodically updated. We also have access to FDOT project databases. Smaller projects have a much different cost basis than larger projects and we keep that in mind when preparing the "Opinion of Probable Construction Cost". In addition, we have licensed general contractors on our staff that are experienced in cost estimating from a contractor's perspective. They currently work in the industry providing an accurate cost of the work. We use RS Means Books, CDs, and the RS Means web site when performing RS Means type estimates. Using all of these tools, our cost estimates are generally within 10% of the average bid.



SECTION 3: QUALIFICATIONS OF PROPOSED PERSONNEL

OCTOBER 13, 2015

RFP-ENG-15-01



CPWGW
Cribb Philbeck Weaver Group

Qualifications of Professional Personnel

Jeffrey Earhart, PE *Project Manager*

Jeffrey Earhart, PE is a highly experienced Project Manager who acts in this role on the majority of CPWG's civil engineering contracts. Mr. Earhart has 25 years of professional experience and possesses Masters Degrees in both Water Resources Engineering and Engineering Management. He is currently in the process of earning his Doctorate in Civil Engineering as well. He received the ASCE Florida Section 2003 Young Engineer of the Year Award, 2009 Leadership Engineer of the Year Award ECB ASCE and is a past Board of Director for the Florida Stormwater Association. In addition to his leadership and administrative skills (including grant/funding acquisition, permitting, public outreach, and coordination, Mr. Earhart is a respected expert in Stormwater issues in the Florida Stormwater community. Mr. Earhart has a great deal of experience in providing stormwater management & design, paving & drainage improvements, wastewater treatment services, site plan review, permitting, bidding and construction administration services. Mr. Earhart has served as Project Manager responsible for the entire project team and has functioned as the engineering project manager in conjunction with landscape architects. Mr. Earhart has extensive permitting/coordinating experience with SJRWMD, FDEP, the Health Department, FDOT, FEMA, and the Corps of Engineers.



Steve Tarte *Principal in Charge*

Mr. Tarte has 22 years of experience providing services in the consulting engineering field, and will serve as Principal in Charge on this contract. Mr. Tarte acted as Project Manager on the 2007 Community Redevelopment Services project for the City of Holly Hill and was responsible for contract negotiations and QA/QC. This project provided engineering and surveying services to support the Holly Hill Community Redevelopment Area Master Plan. The master plan addressed streetscape and gateway features, transit facilities, lighting, and signage. He has developed and managed projects with municipal, state and federal agencies and private corporations. Mr. Tarte has managed projects in over fifteen states with public agencies such as The Army Corps of Engineers Districts (St. Paul, St. Louis, Rock Island, Vicksburg, New Orleans, Jacksonville, and the Waterways Experiment Station), The Fish and Wildlife Service, National Park Service and the US Geological Survey.



Susan Woodbery, PE *Senior Environmental Engineer*

Ms. Woodbery is a highly experienced environmental engineer specializing in environmental and stormwater engineering projects and stormwater grant funding. Her 27 years of experience in civil, environmental and stormwater engineering has allowed her to gain unique expert experience in her field. Ms. Woodbery has managed and designed projects that involve roadways, pedestrian safety infrastructure, feasibility studies, stormwater master plans, GIS field mapping, hydrologic and hydraulic modeling, pollutant load analysis, stormwater retrofit design for water quality improvements, NPDES permitting, and SJRWMD & FDEP permitting and funding. She was integral in the awarding of grant funding for the following projects: Lake Eva Water Quality Improvement Project in Haines City, Lake Griffin Water Quality Improvement Project in Leesburg, Stormwater Retrofit Project at Lake Harris in Leesburg, and Lake Lucerne Water Quality Improvement Project in Leesburg among others.



Rob Swann, PE *Senior Traffic Engineer*

Mr. Swann is responsible for the design and production of signalization, roadway design, signing/pavement marking and roadway lighting plans. His experience includes designs for various roadway intersections from two-lane to multi-lane facilities and rural to interstate typical sections utilizing FDOT Design standards. Prior to entering the traffic engineering field, Mr. Swann spent fourteen years in the construction industry. Experience included working with his family's excavation business, four years of experience in multi-level/ residential construction industry and four years as an engineering intern in the drilled shaft foundation industry. His broad traffic engineering experience and unique perspective on the construction industry make him invaluable on any contract that involves construction management services.

**Mike Crawford, PE** *Senior Transportation Engineer*

Mr. Crawford has more than 25 years of experience in multimodal transportation planning. He was project manager for the Dale Mabry Highway multimodal study, which recommended boardwalks over wetlands in lieu of sidewalks to avoid wetland impacts on this heavily traveled pedestrian area. He also served as Project Principal and QA Officer for the Downtown Clearwater Pedestrian Improvements Program which included reconstruction of approximately 8 blocks of sidewalks and trails around the Pinellas County Government Complex. He has redesigned several major roadway crossings of the Pinellas Trail—the most heavily utilized urban trail in Florida—in the downtown Clearwater area. These designs included signage, signals, and special pavement markings of state roadways to increase safety for trail users. In Lee County, Mr. Crawford served as Project Manager on the Countywide Bicycle and Pedestrian Plan. He has completed more than 50 corridor studies throughout Florida and has passed FHWA's Roadway and Intersection Safety Audit Courses. He has served as project manager for transportation planning studies, traffic impact studies, conceptual roadway designs, travel time studies, signal designs, access plans, pavement marking plans and other planning and operations studies for public and private clients.

**Mary Bates, RLA** *Landscape Architect*

Ms. Bates has 16 years of experience providing landscape architectural services. Ms. Bates has designed and managed a range of projects including parks and recreation, community planning, site planning, healthcare facilities, urban design and streetscapes, transportation planning, BIM single and multi-family residential, themed entertainment and resorts. Ms. Bates has managed projects all over the state of Florida and in locations around the world including the Bahamas, Anguilla, Aruba and Egypt. Previous clients include Orange County, City of Orlando, Lake County, Marion County, Celebration, Walt Disney Imagineering, Orlando Regional Health Center, Florida Hospital, Marriott, and Baccarat Resort Community.



Qualifications of Subconsultants

Shenna McMaster, PE *Geotechnical Engineer*



Ms. McMaster of Terracon Engineering has 19 years of extensive experience in Central Florida in all aspects of geotechnical engineering, construction materials testing and evaluations, hydrogeologic studies for rapid infiltration systems, slow rate application of re-use water, sinkhole potential evaluations, and risk and remediation. Ms. McMaster will coordinate and provide project engineering services on all geotechnical engineering tasks. Her experience includes geotechnical consulting for K-12 schools, colleges and universities, roadways, bridges, subdivisions, utilities and various commercial buildings/facilities.

James Dunn II, PSM *Surveyor*



Jim of Southeastern Surveying has over 45 years of Professional Surveying and Mapping Services experience including all aspects of surveying and field application. Jim's experience includes Topographic, Boundary, As-Built, Control, Hydrographic, Mean High Water Line, Quantity, and Special Purpose Surveys. Jim is also experienced in Construction Layout, Land Platting, Plat Reviews, Easement Drawings, Right-of-Way Mapping, Legal Descriptions/Sketches, Survey Support for Aerial Photography and Mapping Projects, and Subsurface Utility Designation/Location using conventional methods and Ground Penetrating Radar.

John Riner, PE, LEED AP BD+C *Electrical Engineer*



John of TLC Engineering is an Electrical Project Engineer with design expertise in specialty lighting, power distribution systems, emergency generators, uninterrupted power supplies and automatic transfer switches, lightning suppression and surge arresters, fire alarm, and public address systems. With over 14 years of experience, John develops efficient designs that focus on energy savings and life cycle cost considerations. John specializes in exterior lighting design including parking lots, parking garages, pool areas, and beach front turtle-friendly exterior lighting. He also has experience in successfully obtaining LEED credits through exterior lighting design that eliminates light pollution.

State of Florida

Board of Professional Engineers

Attests that

CRIBB PHILBECK WEAVER GROUP, INC.



is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2017
Audit No: 228201702446

CA Lic. No:
26618

State of Florida

Board of Professional Engineers

Attests that

Rob Roy Swann, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2017
Audit No: 228201707010

P.E. Lic. No:
59517

State of Florida

Board of Professional Engineers

Attests that

Susan M. Woodbery, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2017
Audit No: 228201711255

P.E. Lic. No:
52156

State of Florida

Board of Professional Engineers

Attests that

Michael A. Crawford, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2017
Audit No: 228201725900

P.E. Lic. No:
47232



State of Florida

Board of Professional Engineers

Attests that

John W. Riner, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2017
Audit No: 228201707173

P.E. Lic. No:
66867

State of Florida

Board of Professional Engineers

Attests that

Jeffrey Jay Earhart, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2017
Audit No: 228201701931

B24

P.E. Lic. No:
49935

State of Florida

Board of Professional Engineers

Attests that

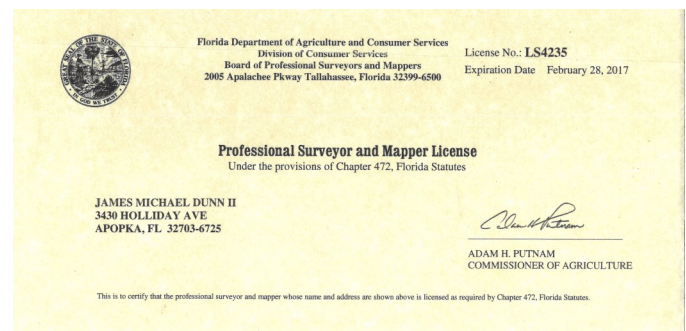
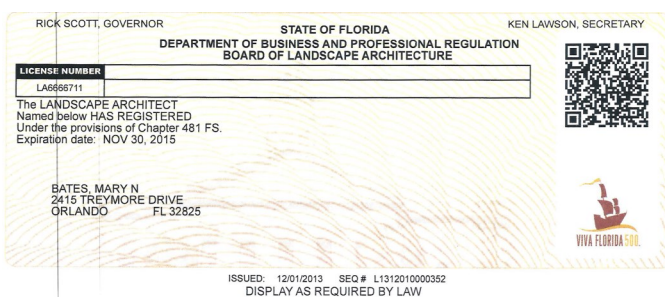
Shenna Luu-McMaster, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2017
Audit No: 228201718947

P.E. Lic. No:
57537



City of Holly Hill

Project Manager
Jeff Earhart, PE

Principal in Charge
Steve Tarte

Stormwater Management Design

Jeff Earhart, PE
Sue Woodbery, PE

Site Plan Review

Rob Swann, PE
Terry Smith, GC

Paving & Drainage Improvements

Jeff Earhart, PE
Sue Woodbery, PE

Construction Design, Contract Administration, Engineering, and Inspection

Rob Swann, PE
Steve Tarte
Jeff Earhart
Terry Smith, GC

Geotechnical Engineering

Shenna McMaster, PE

Roadway Enhancement Project Design

Mike Crawford, PE
Rob Swann, PE

Wastewater Elements Design

Jeff Earhart, PE
Sue Woodbery, PE

Property, Boundary, Easement, R/W, Topographic, and Utility Surveys

James Dunn II, PSM

Public Works Permitting & Inspection

Jeff Earhart, PE
Sue Woodbery, PE
Mary Bates, ASLA

Feasibility Studies & Planning

Jeff Earhart, PE
Sue Woodbery, PE

Program Management Services

Jeff Earhart, PE
Steve Tarte
Mike Crawford, PE

Electrical/Electronic/SCADA System Upgrades

John Riner, PE,
LEED AP B+C

Traffic Engineering & Studies

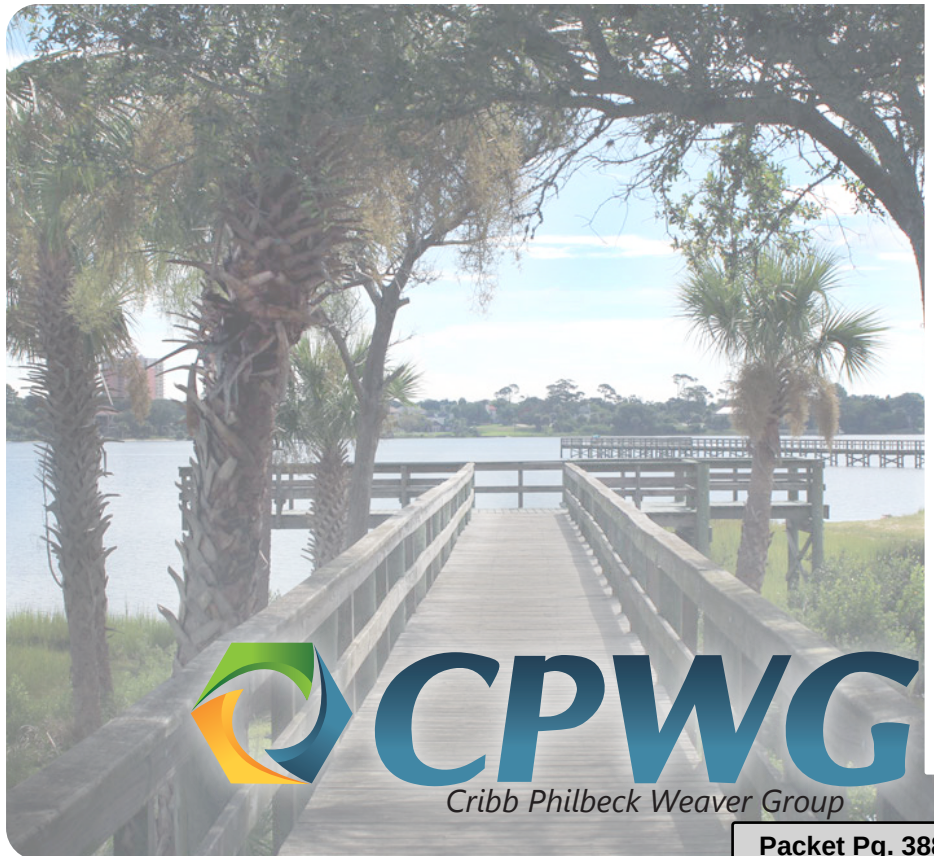
Rob Swann, PE
Jeff Earhart, PE



SECTION 4: SIMILAR PROJECT EXPERIENCE

OCTOBER 13, 2015

RFP-ENG-15-01



CPWGW
Cribb Philbeck Weaver Group

Similar Projects

Pass-a-Grille Way Final Design & Permitting City of St. Pete Beach Ian Wade (727) 363-9254

The portion of Pass-a-Grille Way included in the preliminary study extended from Cabrillo Avenue to 19th Avenue (approximately 5,200 linear feet). Based on this preliminary evaluation, the City desired to rebuild the roadway from the base up to correct the failing roadway pavement sections. A two-lane paved roadway with a bicycle lane was designed, and potable water and wastewater lines were rehabilitated as needed and as noted in the preliminary engineering report. The wastewater lines were abandoned and new sewer pipes, manholes and laterals were designed. Several improvements were made to the existing stormwater piping system which was enlarged and expanded. New inlets were installed, and baffle boxes with tide flow preventers were designed and installed to reduce the risk of flooding in the area.

Casa San Juan Bosco Catholic Charities Peter Routis-Arroyo (941) 484-9545

The CPWG team provided assistance with bid solicitation, bid review, and payment review for a new 53 home subdivision and community center in Arcadia, Florida. Staff performed 32 Construction Administration and Engineering Inspection visits for both the onsite and offsite construction activities. These visits focused on roads, stormwater infrastructure, potable water infrastructure, wastewater infrastructure, and a lift station.

Harrell Road Parking Facility Orange County, Florida Roan Waterbury (407) 836 0034

CPWG assisted Orange County in plan review, permitting, inspection, and construction administration on this project. Staff Responsibilities included reviewing shop drawings, submittals, and material samples from the contractor for compliance with design requirements; determining acceptability of material and equipment substitutions proposed by the contractor; visiting the work site to observe and resolve site specific problems and coordinate with the County's representative; preparing sketches and drawings to resolve field issues; conducting substantial and final competition inspections of the project with the County representatives and contractor; developing a punch list for the contractor and recommending final acceptance of the project when the punch list has been adequately addressed by the contractor; providing project certification to the SJRWMD that shows the project's completion status and compliance with permits issued by regulatory agencies; and reviewing recorded drawings prepared by the contractor's State of Florida registered professional surveyor that incorporate changes made during construction based on as-built information furnished by the contractor.

Bonnie Brook Pump Station Improvements Mehul Parekh, PE (407) 836-7735

This construction project removed and upgraded the existing concrete pond and wet well area at the station. Services included construction administration related to shop drawing review, bidding assistance, pre-construction meetings, construction phase inspections, as-built coordination and construction documentation. A total of 17 site visits were performed.

Undergrounding Public Utilities Pass-A-Grille Way City of St. Pete Beach Ian Wade (727) 363-9254

As part of the improvements to the Pass-A-Grille Way corridor, the City of St. Pete Beach proposed significant improvements to the aesthetics of the utilities in the corridor. These activities included undergrounding Duke Energy, Brighthouse Cable, Verizon Telephone, and extra conduit; replacing old light fixtures with new light fixtures; and replacing and landscaping the new safety medians along approximately 5,200 linear feet of the corridor.

St. Pete Beach Stormwater Utility Assessment Project City of St. Pete Beach Steve Hallock

CPWG assisted in implementing Phase 2 of the City's Stormwater Utility Funding Mechanism. Our team assisted in the review of the existing program, and an annual stormwater budget of \$616,000 was developed that included management and operational staff salaries, equipment for maintenance and

construction of stormwater facilities, two capital improvement projects annually, street sweeping, and other critical stormwater elements for the City. A statistic valid sample of 511 single family residential houses was digitized to determine the standard Equivalent Residential Unit (ERU) which is comprised of 3,813 square feet of impervious area and is 46% impervious. All of the commercial and condominium complexes were also digitized to assist in accurately determining the appropriate assessment charge. Various ERU rates and mitigation credit alternatives were developed. The recommended rate is \$36 per parcel plus \$44.30 per ERU for the variable assessment. Our team also assisted with the Mitigation Credit Policy, the Appeals Policy, and the development of a final report.

City of St. Pete Beach NPDES services City of St. Pete Beach Ian Wade (727) 363-9254

As a Co-Permittee with Pinellas County, the City has been issued the new Cycle 3 NPDES Permit No, FLS00005. Issuance of the NPDES Cycle 3 permit brings with it additional regulatory requirements for operation and monitoring activities. CPWG assisted with the following stormwater-related services that are necessary to maintain compliance with the City's NPDES permit: annual reporting, coordination as a co-permittee with Pinellas County, consulting on cycle 3 NPDES additional permit requirements, creation of a city-specific stormwater management plan, creation of city-specific SOP's for NPDES related operations, review and revision of the City's landscape ordinance (as needed), inspection services related to NPDES Permit (as needed), and operational support related to NPDES Permit.

Pavement Management Programs: City of St. Pete Beach Ian Wade (727) 363-9254, City of Tampa Jorge Uy (813) 622-1999, City of Dade City Gordon Onderdonk (352) 521-1461 ext. 306, City of Clermont Lee VanDever (352) 267 2535, City of Lake Mary Dave Dovan 407-585-1451, City of Longwood Jon Williams (407) 339-1297

CPWG, in conjunction with JG3, was contracted by each of these municipalities to implement a complete pavement management program on the PAVER system platform. Over the course of these projects our personnel verified the PAVER database; determined the total number of samples to inspect per section; identified all distress types, severity levels and quantities within each sample through ASTM D6433-11; provided a digital photo of each sample location; calculated the PCI for each pavement section; provided a complete inventory and condition listing of each pavement section within the Network; provided a final report of findings; and provided continued support services.

State Road 699 Median Landscape Design City of Madeira Beach Doug Andrews (727) 391-9951

The City of Madeira Beach contracted CPWG to design new landscaping elements for the newly-constructed medians and existing landscape islands along S.R. 699. CPWG performed a preliminary investigation, reviewed the city's drawings, prepared preliminary conceptual plans, and submitted these plans to the City and FDOT staff. Upon receiving comments and approval, CPWG prepared landscape and irrigation construction plans for the project. Plans incorporated applicable requirements listed in the FDOT district seven landscape, irrigation, maintenance, and erosion control plans preparation checklists and other applicable FDOT safety, setback and plans preparation criteria. The plans identified all plant material, placement, spacing, quantities, notes, and details required to construct the design. These also showed integration of existing and proposed plant materials in previously planted landscape medians. Additionally, CPWG prepared irrigation plans for all new medians. These plans identified all piping, irrigation heads, valves, controllers, and other appliances necessary for installation and proper functioning of the design.

Gulf Boulevard Utility Undergrounding Coordinating, Design and Permitting City of Madeira Beach Doug Andrews (727) 391-9951

The City of Madeira Beach (City) contracted CPWG to coordinate the undergrounding of above-ground utilities along Gulf Blvd. The main tasks included coordination with property owners to obtain easements or find alternate locations for transformers and switchboxes, coordination with utility companies to

facilitate the conversion to underground utilities, coordination with the public regarding lighting enhancement and other amenities, and construction administration. The utility undergrounding design included approximately 12,700 linear feet of roadway on Gulf Boulevard from 35th Avenue to 75th Avenue. It also included light pole and fixture upgrades as well as an investigation into undergrounding 4-5 poles on Gulf Boulevard at North Bridge. CPWG coordinated all underground design, plans creation, permitting, and RFQ development.

17th St. Roadway Pavement Design Survey City of Tampa Jorge Uy (813) 622-1999

CPWG worked on a contract with the City of Tampa to provide surveying services on 17th ave. Our team provided a horizontal and vertical control network that consisted of horizontal and vertical control points. All horizontal coordinates were in U.S. survey feet referenced to the State Plane Coordinate System, Florida West Zone, based on the Florida Permanent Reference Network (FPRN) NAD 1983 (2011) EPOCH-2010.00. All elevations were in U.S. survey feet referenced to NAVD 1988. CPWG provided topographic surveys along a number of roadway sections on 17th Ave and provided an as-built survey.

Church Ave. Roadway Improvements City of Longwood Jon Williams (407) 339-1297

This roadway design project involved paving the existing dirt roads or “cold” paved roads and adding curbing, drainage, sidewalks as needed. Our team provided engineering services for the improvement of Church Avenue from W. Church Avenue to Range Line Road (approx 5,400 feet). The project is to mill and resurface, add curbing and a drainage system. The design intent is to add the drainage improvements from W. Church Avenue to Tiberon Cove Road and to only mill and resurface from Tiberon Cove Road to Range Line Road. Over the course of this project our team was responsible for designing and permitting two ten-foot lanes, one five-foot sidewalk with a type F curb, and a ribbon curb on the opposite side with a swale. Driveway modifications were made to fit the City’s standards, and all roadway painting and markings were planned.

Redington Beach Seawall Design and Construction

Rosedale, Lakeview, Magnolia Roadway Design City of Longwood Jon Williams (407) 339-1297

This project provided engineering services for the improvement of Rosedale Avenue from Grant to Highland (2,200 feet); Lakeview Drive from Seminole to Longdale (800 feet); and Magnolia Avenue from Grant Street, west to dead end (400 feet). The project was to pave the existing dirt roads—providing curbing, drainage, sidewalks and driveways. Tasks included design and permitting with included the following design criteria: 2 ten-foot lanes; 1 five-foot sidewalk with Type F curb; ribbon curb on opposite side; swale on side of road with ribbon curbing; brick crosswalks; and on-street parking on the curb side when right-of-way was available. Our team prepared all roadway design and construction plans (19 sheets) for the entire project. Plans included roadway plan and profiles, sidewalk plans, drainage plans, intersection plans, roadway construction details, roadway cross sections, stormwater control structures and utility adjustment plans. This project included obtaining a stormwater permit from St. John River Water Management District (SJRWMD) for both wetland impacts as well as the permitting of the stormwater management system. Design Survey. Our team performed all necessary design level surveys including centerline profiles and topographic surveying. Base mapping and utility locations mapping were also prepared. Technical specifications and final bid documents were prepared for this project including front-end documentation meeting City requirements. Technical specifications, special provisions and bid/pay item schedule were included for all components of work. We performed ICPR analysis on the stormwater pond and Lake Wayman (receiving waterbody), and prepared stormwater tabulations on the closed stormwater piping system, drainage analysis and calculations for SJRWMD, including drainage details, inlets and storm piping. Our team also conducted a public information meeting to inform the community about the project and to answer any questions before the construction began. Engineer cost estimates were prepared for this project at 30%, 90% and 100% design stages.



SECTION 5: INNOVATIVE & COST SAVING IDEAS

OCTOBER 13, 2015

RFP-ENG-15-01



CPWGW
Cribb Philbeck Weaver Group

Innovative / Cost Saving Ideas

The CPWG Team is always looking to incorporate cost saving ideas and opportunities into our work for our municipal clients. Our team begins with the basics and moves through a system of innovative or cost saving ideas for each project as outlined in the following approach:

Constructability Review: The CPWG team is not solely comprised of licensed engineers and landscape architects—we also employ licensed general contractors to ensure that our perspective on construction projects is accurate and realistic. At the 60% and 90% design review stage, our design team asks for input from our general contractors to ensure plans are constructible and cost-efficient from an industry professional's perspective. Many times a contractor will recognize potential field issues such as utility conflicts, the ability of a contractor to operate within a construction ROW, etc. This saves time and money by eliminating RFI's and responses between the contractor and engineer. Ensuring that plans are constructible saves contractors' time and maximizes their efficiency.

Value Engineering: Similar to constructability review, value engineering is where our team looks at opportunities to modify or change design aspects after the bid is awarded or during the construction of the project in conjunction with the contractor. Opportunities arise to utilize newer construction materials or techniques. Value engineering also enhances process efficiency, modularity, and energy efficiency.

Low Impact Design, Low Impact Development (LID) is an innovative stormwater management approach with a basic principle that is modeled after nature—rainfall is managed at the source using uniformly distributed, decentralized micro-scale controls. LID's goal is to mimic a site's predevelopment hydrology by using design techniques that infiltrate, filter, store, evaporate, and detain runoff close to its source. Techniques are based on the premise that stormwater management should not be seen as stormwater disposal. Instead of conveying and managing/treating stormwater in large, costly end-of-pipe facilities located at the bottom of drainage areas, LID addresses stormwater through small, cost-effective landscape features located at the lot level. These landscape features, known as Integrated Management Practices (IMPs), are the building blocks of LID. Almost all components of the urban environment have the potential to serve as an IMP. This includes not only open space, but also rooftops, streetscapes, parking lots, sidewalks, and medians. LID is a versatile approach that can be applied equally well to new development, urban retrofits, and redevelopment/revitalization projects.

Design-Build, The Design-Build Institute of America (DBIA) has identified a number of advantages to design-build over traditional design-bid-build: "This simple but fundamental difference saves money and time by transforming the relationship between designers and builders into an alliance which fosters collaboration and teamwork." Advantages include:

Single Source of Responsibility

One major advantage of design-build is the ability to provide an owner with a single source of responsibility for all aspects of a project. Clients have a single company they can hold accountable – no questions and no finger pointing. By building a collaborative team that includes the consultants, architects, builders, subcontractors, suppliers, as well as the owner, the design-builder can ensure the owner's goals are met.

Save Time

As a fully integrated team we can significantly reduce the amount of time from the inception of your project to its completion. Teamwork reduces rework and redesign. Fast-tracking allows us to overlap design and construction stages. Design-build delivery reduces pre-construction time by streamlining buy-out and bidding times.

Save Money

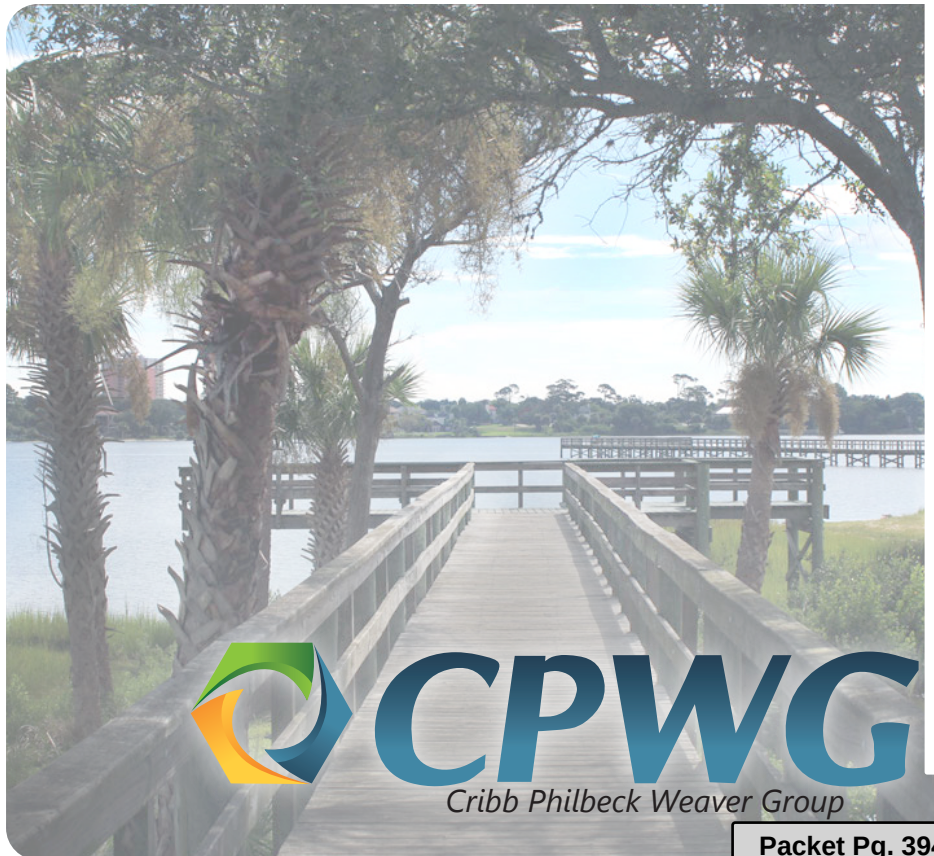
Eighty percent of the cost of a project is driven by subcontractors and suppliers. In traditional project delivery, subcontractors and suppliers do not get involved until plans are complete. By then it is too late—or very costly—to incorporate the cost-savings ideas they could offer. As a part of the design-build team, this input is provided at the start and can be incorporated into the design at no additional cost to the project.



SECTION 6: LOCATION OF FIRM

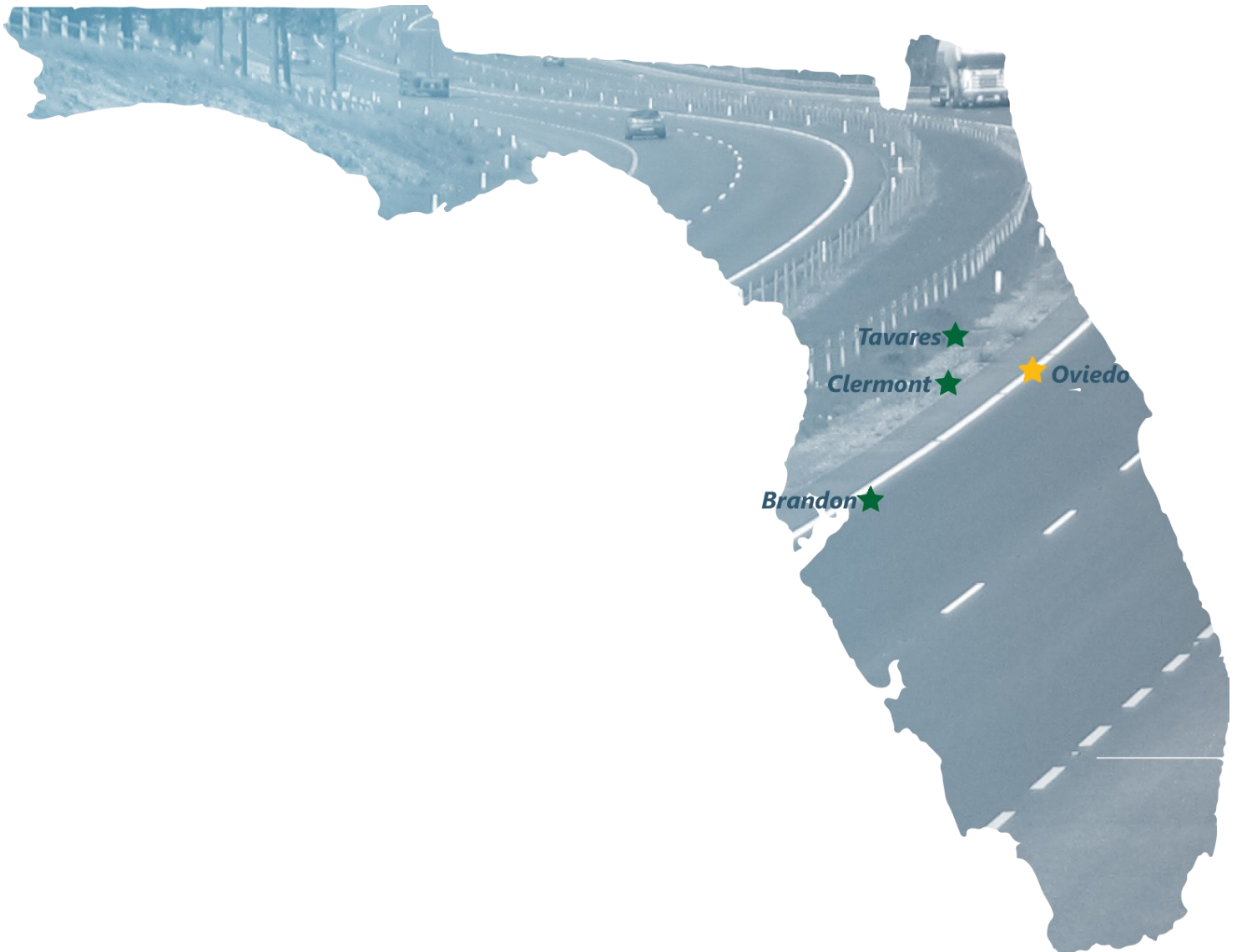
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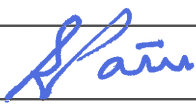
CPWG is a Brandon, Florida based small business with offices located around central Florida. Our Oviedo office is located about an hour's drive from the City Manager's office. Our locations allow us to serve the central Florida area efficiently, by ensuring that we are within a reasonable distance of the local governments we serve.

2215 Wembley Pl.
Oviedo, Florida 32765





RFQ-ENG-15-01
General Engineering Services Contract

SUBMIT QUALIFICATIONS TO: City of Holly Hill 1065 Ridgewood Avenue Holly Hill, FL 32117 Attn.: CITY CLERK	REQUEST FOR QUALIFICATIONS and Proposer Acknowledgment
Contact: Walt Smyser Deputy Public Works Director 386-248-9463 - Phone 386-248- 9499 - Fax wsmysr@hollyhillfl.org	RFQ-ENG-15-01 General Engineering Services Contract
Qualification Due Date: October 13, 2015 Qualification Due Time: 2:00 PM	Location of Public Opening: City of Holly Hill City Hall Workshop Conference Room 1065 Ridgewood Avenue Holly Hill, FL 32117
Proposer Name: Dredging & Marine Consulting, LLC	Federal Employer ID Number or SS Number: 32-0031996
Mailing Address: 4643 S. Clyde Morris Blvd., Unit 302	If returning as a "No Submittal", state reason (if so, return only this page):
City, State, Zip: Port Orange, Florida 32129	
Type of Entity: (Circle one) Corporation Partnership/Joint Venture Proprietorship <u>Limited Liability Company</u> Other:	X  Authorized Signature (Manual)
Incorporated in the State of: Florida	
Telephone Number: 386-304-6505	Typed Name: Shailesh K. Patel
Toll Free Telephone Number: (800)	Title: President/Managing Member
Fax Number: 386-846-6506	Date: 10/13/2015

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION

The Applicant is expected to completely analyze the information contained in this Request for Qualifications as guidance for the preparation of the submittal. The Applicant's submittal shall be sufficiently specific, detailed, and complete to clearly and fully demonstrate the Applicant understands the proposed work requirements.

Attachment: DMC (1211 : General Engineering Services Contracts)

SECTION 1

REQUIRED SUBMITTALS



SECTION 1: B - Letter of Transmittal

Dredging & Marine Consultants, LLC (DMC) is pleased to submit this qualifications package as our affirmation to provide General Engineering Services to the City of Holly Hill. We have conscientiously and purposefully assembled a team to offer services within Program Management, Planning, Design, Construction Engineering and Inspection, Grant Funding and other Miscellaneous Support Services. In addition, we offer a crucial discipline of **Dredging, Waterfront Park Improvements and Infrastructure Inspection** services that we are currently assisting the City with and one that will provide a broader capability to the City's current and future needs in economic development along the waterfront and its budgeting and funding needs. We are uniquely qualified to assist the City with all aspects of civil roadway and drainage design, permitting, and Florida Department of Transportation (FDOT) Local Assistance Projects as a certified FDOT Disadvantage Business Enterprise firm other than wastewater facility, water treatment and traffic engineering.

DMC has a good rapport and worked with several funding and regulatory agencies such as the Natural Resource Conservation Service, Federal Emergency Management Agency, Florida Inland Navigation District, St. Johns River Water Management District, FDOT, Florida Fish and Wildlife Conservation Commission, Florida Department of Environmental Protection and the U.S. Army Corps of Engineers. One of the key considerations is **DMC's** ability to plan and view projects in a holistic manner and assist with project phasing strategies, offer cost-saving alternatives, writing and securing grants and leveraging these grants to minimize the City's funding needs. We have assisted clients with writing and securing over \$10,000,000 in grants! **DMC** and our sub-consultants have worked together and offer a creative team with local knowledge, experience, responsiveness, and the ability to work within our client's fiscal constraints. Our team qualifications, reference projects and references will attest to our capabilities to assist the City of Holly Hill and more importantly being an extension of the City's technical and management staff, as needed.

Our engineers, scientists, inspection and administrative staff work hand-in-hand to provide well thought out, cost-effective and reliable final product for our clients based on over 100 years of combined experience in the freshwater, estuarine and coastal environments within Volusia County and the State of Florida. The Principal and Point-of-Contact for any projects under this solicitation will be **Mr. Shailesh K. Patel, M.Sc., CPSSc., 4643 S. Clyde Morris Blvd, Unit 302, Port Orange, FL 32129; Tel: (386) 304-6505; Fax: (386) 304-6506; Mobile: (386) 846-4760; email: spatel@dmces.com**. Mr. Patel will be involved with all projects, as he has been, to assure the City that our qualified team will lead you comfortably and confidently within project budget in a timely and responsive manner. **Our goal is to manage projects so that the City's Project Manager does not have to invest more than supervision time!** We would be proud to distinguish our company as one of the selected Engineering Consultants for the City of Holly Hill and thank you for this opportunity.

Respectfully,
Dredging & Marine Consultants, LLC


Shailesh K. Patel, President/Managing Member



SECTION 1: C - Summary of Litigation/ License Sanctions

Dredging & Marine Consultants, LLC, has “no prior litigation” nor has it had any claim(s), contract disputes, regulatory or license agency sanctions.





RFQ-ENG-15-01
General Engineering Services Contract

CONFLICT OF INTEREST STATEMENT

Before me, the undersigned authority, personally appeared **Shailesh K. Patel**, who was duly sworn, deposes, and states:

1. I am the **President/Managing Member** of **Dredging & Marine Consultants, LLC** with a local office in **4643 S. Clyde Morris Blvd.**, and principal office in **Port Orange FL, 32129**.
2. The above named entity is submitting an Expression of Interest for the City of Holly Hill project described as **RFQ-ENG-15-01: General Engineering Services Contract**
3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.
4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting Qualifications for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.
7. Neither the entity, nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of City of Holly Hill.
9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with City of Holly Hill.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify City of Holly Hill in writing.

DATED this **13** day of **October**, **2015**.

Shailesh K. Patel **Shailesh K. Patel**

before

(Name of PROPOSER)

Shailesh K. Patel
 (Signature of person signing FORM)

Shailesh K. Patel

(Printed name of person signing FORM)

President/Managing Member

(Title of person signing FORM)

Sworn to and subscribed

This **12th** day of **October**
 20**15**

Rosalee C. Wiggins
 Signature of Notary (& Stamp)

Notary Public, State of

Florida

Personally Known **✓** or

Produced Identification _____

(type of identification)



ROSALEE C. WIGGINS
 MY COMMISSION # EE 144504
 EXPIRES: December 25, 2015
 Bonded Thru Budget Notary Services

Attachment: DMC (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL
COMPLIANCE WITH THE PUBLIC RECORDS LAW

Upon award recommendation or thirty (30) days after closing, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Holly Hill.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to defend the City in the event we are forced to litigate the public records status of the company's documents.

DATED this 13 day of October, 2015.

Shailesh K. Patel
 (Name of PROPOSER)

Shailesh K. Patel
 (Signature of person signing FORM)

Shailesh K. Patel
 (Printed name of person signing FORM)

President/Managing Member

Project Number: RFQ-ENG-15-01

Sworn to and subscribed before me

This 13 day of October
 20 15.

Rosalee C. Wiggins
 Signature of Notary (& Stamp)
 Notary Public, State of

Florida

Personally Known ✓ or
 Produced Identification _____

(type of identification)



ROSALEE C. WIGGINS
 MY COMMISSION # EE 144504
 EXPIRES: December 25, 2015
 Bonded Thru Budget Notary Services

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

PUBLIC ENTITY CRIME SWORN STATEMENT (FORM PUR 7068)



RFQ-ENG-15-01
General Engineering Services Contract

Form W-9
 (Rev. December 2014)
 Department of the Treasury
 Internal Revenue Service

**Request for Taxpayer
 Identification Number and Certification**

**Give Form to the
 requester. Do not
 send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line, do not leave this line blank.
Dredging & Marine Consultants, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☐ Limited liability company. Enter the tax classification (C= C corporation, S= S corporation, P= partnership) **▶**
☐ Other (see instructions) **▶**
☐ C Corporation
☒ S Corporation
☐ Partnership
☐ Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
 (appears in records maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
4643 S. Clyde Morris Blvd., Unit 302

6 City, state, and ZIP code
Port Orange, FL 32129

7 List account number(s) here (optional)

8 Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
 [] [] [] - [] [] [] [] [] []

Or
Employer identification number
 [] [] [] [] - [] [] [] [] [] [] [] []

3 2 - 0 0 3 1 9 9 6

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here **Signature of U.S. person** **Date** **10/13/2015**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/irb.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

• Form 1099 (home mortgage interest), 1099-E (student loan interest), 1099-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filed-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Gen. No. 10231K

Form W-9 (Rev. 12-2014)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Attachment: DMC (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

The undersigned vendor in accordance with Florida statute 287.087 hereby certifies that **Dredging & Marine Consultants, LLC** does:
 (Name of Business)

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 proposed 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 Qualification, the employee will propose 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.

DATED this 13 day of October, 2015

Shailesh K. Patel
 (Name of PROPOSER)
Shailesh K. Patel
 (Signature of person signing FORM)

Shailesh K. Patel
 (Printed name of person signing FORM)

President/Managing Member
 (Title of person signing FORM)

Sworn to and subscribed before me

This 12 day of October
 2015

Rosalee C. Wiggins
 Signature of Notary (& Stamp)
 Notary Public, State of Florida

Personally Known ☒ or
 Produced Identification _____
 (type of identification)



ROSALEE C. WIGGINS
 MY COMMISSION # EE 144504
 EXPIRES: December 25, 2015
 Bonded Thru Budget Notary Services

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL
Request for Taxpayer Identification Number and Certification
 (W-9 Form)

Attachment: DMC (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

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

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

1. This sworn statement is submitted to City of Holly Hill

by Shailesh K. Patel – President/Managing Member

[print individual's name and title]

for Dredging & Marine Consultants, LLC

[print name of entity submitting sworn statement]

whose business address is:

4643 S. Clyde Morris Blvd., Unit 302, Florida 32129

and (if applicable) its Federal Employer Identification Number (FEIN) is 32-0031996

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

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime: or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public



RFQ-ENG-15-01
General Engineering Services Contract

entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THE FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Rain
 (Signature)

Date: 10/13/2015

Sworn to and subscribed before me this 12th day of October, 2015.

Personally known *Rosalee C. Wiggins*

Or Produced identification _____

Notary Public – State of Florida

 (Type of Identification)

My commission expires _____

 (Printed, typed or stamped
 commission name of notary public)



ROSALEE C. WIGGINS
 MY COMMISSION # **EE 144604**
 EXPIRES: **December 25, 2016**
 Bonded Thru Budget Notary Services

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL
DRUG-FREE WORKPLACE FORM

Attachment: DMC (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

AMERICANS WITH DISABILITIES ACT
AFFIDAVIT

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding CITY.

The CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the CITY be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Agreement for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the CITY, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

DATED this 13 day of October, 2015

Shailesh K. Patel
 (Name of PROPOSER)

Shailesh K. Patel
 (Signature of person signing FORM)

Shailesh K. Patel
 (Printed name of person signing FORM)

President/Managing Member
 (Title of person signing FORM)

Sworn to and subscribed before me

This 12 day of October
 2015.

Rosalee C. Wiggins
 Signature of Notary (& Stamp)

Notary Public, State of

Florida

Personally Known ☒ or

Produced Identification _____

(type of identification)



ROSALEE C. WIGGINS
 MY COMMISSION # EE 144504
 EXPIRES: December 25, 2015
 Bonded Thru Budget Notary Services

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Attachment: DMC (1211 : General Engineering Services Contracts)



**RFQ-ENG-15-01
General Engineering Services Contract**

INSURANCE CONFIRMATION

On behalf of our client, DREDGING & MARINE CONSULTANTS

and by acknowledging with signature below, we have read and understand the insurance requirements for this Solicitation and Agreement. We can and will provide a Certificate of Insurance (COI) that is compliant with the insurance requirements stated in this Solicitation and Agreement should our client be awarded the project.

Rams Abuon

Signature of Agent

LOUIS R. BIRON, AGENT

Print Name & Title

Sihle Insurance Group 1021 DOUGLAS AVE
Agency Address ALTAMONTE SPRINGS, FL 32714

**RFQ-ENG-15-01 General Engineering
Service Contract**
Project # & Title

10/7/15
Date

SECTION 2

APPROACH TO PROJECT/ UNDERSTANDING



SECTION 2: Approach to Project/ Understanding

DMC is pleased to demonstrate in this section our technical expertise, knowledge and holistic approach toward the tasks assigned under this solicitation related to General Engineering Services. We are confident that you will find **DMC** an excellent choice for the desired services and we welcome the City to contact our client references to verify any statements made in this section. As a state certified MBE and FDOT/GOAA DBE firm we take great pride in providing high quality technical expertise and program management to all our clients. Our goal is to assist the City, as an extension of your staff, with strategizing and creating viable options to fund and construct projects, or identify, through our inspection and program management, specific areas where infrastructure improvement and asset management are needed.

Project Management and Expertise: DMC's team of professional engineers, planners, environmental scientists and technicians can assist you with all of your engineering and environmental consulting needs. Our team has a combined 100+ years of experience in the design, permitting and management of public and private projects throughout Florida. In addition, we offer our Clients efficiency and value through a unique complement of professionals working together on all projects. We have established a good working relationship with regulatory agencies, contractors and product manufacturers, which allows us to effectively "design-permit-build" your project while minimizing impacts to the local environment as much as possible. If environmental impacts requiring mitigation are unavoidable, we can design a mitigation plan and prepare a short or long-term environmental monitoring program, depending upon project goals and regulatory requirements. When a project design direction is finalized, we can secure all necessary permitting, prepare and solicit bids, review bids with the City, recommend contractors, and conduct effective meetings with the appropriate stakeholders to get each project started on the right track. To ensure successful project completion DMC staff provides construction administration, including shop drawing review, inspection, testing, and environmental compliance monitoring. Once completed to specification, post-surveys will be conducted and the project will be signed, sealed and certified by our project engineer.

Project Team:

DMC staff has varied technical backgrounds, and the best suited professional manages a particular project. Our engineering and environmental staff is certified, licensed and trained in a variety of disciplines and includes:

- Professional Civil, Geotechnical and Coastal Engineers
- Professional Architects
- Professional Landscape Architects
- NPDES Certified Inspectors
- Certified Professional Soil Scientists

- FWC Authorized Gopher Tortoise Agents
- FDEP Trained Groundwater, Surface Water and Wastewater Samplers
- FDEP Certified Stormwater Inspectors
- FDEP Trained Wetland Delineators
- PADI Certified Divers



Our engineering and environmental professionals are supported by experienced AutoCAD and administrative staff.

Project Initiation: The first steps for successfully managing a project are understanding the overall project goals and objectives, identifying existing and potential funding sources, gauging political and public support, and understanding environmental permitting implications, constraints imposed by existing site conditions, and the project schedule. It is important to know the City's staff structure so we can assure effective communication throughout all phases of the project. It is critical to get input from all City departments that will be involved, not only those responsible for the funding and engineering of the project, but those responsible for the operation and maintenance of the project once it is completed as well.

DMC's experienced management team can clarify these issues in a "Project Kick-Off Meeting" with an established agenda that clearly outlines issues, tasks, budget, deliverables and schedule. As part of this meeting, we request that the City provide all available existing documents pertinent to the project. We also query other local, state and federal agencies for information (e.g. studies, reports, surveys, easements, etc.) critical and/or helpful for the design and construction of the project. In addition, we will identify the City's reporting needs, accounting and invoicing procedures, grant limitations, protocols, types of equipment to be used, and point(s) of contact.

Public Engagement & Consensus Building: DMC has tremendous experience in communicating effectively with the general public, land owners, City Council members and other project stakeholders. We clearly recognize that public involvement and engagement through a Public Advisory Group is one way public trust can be incorporated in successful project implementation. We have also held workshops where the public can not only express their concerns on a project, but how their concerns can be addressed by offering alternate options that would be satisfactory for everyone. Public consensus building is a vital part of any long-term public project. Trust of the public must be gained by listening to public concerns and addressing them carefully. As professionals in this field, it is our duty to provide a clear understanding and answers, backed by scientific and pertinent data, to gain public trust and support.

Project Partners, Funding and Schedules: Due to DMC's relationship with contractor associations and professional organizations, we are able to keep abreast of the latest products, materials, labor and installation/construction costs. Our materials cost projections have typically been within 5 to 10% of actual materials costs, to help minimize the need for change orders on projects. As an added benefit, we continually seek and manage supplemental funding by assisting with grant writing and administration to help leverage project costs.

We understand the current economics, and track product/materials, equipment and project costs for projects constructed throughout the State. We work with many reputable contractors that also assist in providing valuable labor and construction pricing, including equipment costs. We utilize all these mechanisms to generate and maintain simple Excel cost estimation spreadsheets for assisting Clients with budgeting grant requests and final bidding. We also include a contingency of 10 to 15% on construction costs as a precautionary measure to not fall short on funding. We have yet to find a Client upset with excess funding!

Finally, it is essential that all funding goals are met to satisfy funding obligations. The most critical is to meet the preset schedule of reporting and completion deadlines. DMC is experienced in assisting our Clients with grant management, coordinating all work related reports, submitting timely invoicing, and composing supporting documents necessary for project close-out. During construction projects, we can ensure that Davis-Bacon Act and other funding



requirements are met, if needed. Our experience has taught us that this is the most neglected aspect by municipal Clients until it reaches a critical stage. We have thus learned to take a proactive approach by offering to manage the grants.

Expediting Work and Schedules: DMC is committed to meeting the budget and schedule on every task we perform for the Client. We have developed business relationships with well-qualified and experienced sub-consultants to complement our in-house team, so a complete project team that closely fits the project's needs can quickly be assembled. We can authorize and redirect staff as needed to accomplish work expeditiously to meet project deadlines. Our goal is to provide the City with the best final product; and we are willing to use other consultants or expertise, upon the City's approval, should the need arise.

Project Design and Permitting: We will provide the City with a detailed scope of work to complete design and permitting, incorporating timelines and sufficient reporting to maintain the project on track and within budget. We utilize our Project Update or Progress Report form to provide frequent project status reports. We use a similar approach with our sub-consultants so that we can track their work and budget status as well. This is vital to keep the project moving smoothly. Communication is the key.

Our staff has extensive experience with permitting through local, state and federal regulatory agencies. We will offer realistic permitting time frames for all work. We concurrently start the technical and bid drawings once we have submitted the applicable permit applications and have satisfied regulatory agency reviewers. Once the permits are secured and we have completed the 30% and 60% design, we finalize by presenting the Client a 90% plan review. We ensure that the final design is capable of being constructed by means of industry accepted methods, equipment and materials.

Project Bidding and Construction Management: DMC can either assist with or prepare the Bid Package for the Client that will include the technical specifications, plans, permit, requirements and all the Client's Contractual obligations for the Contractor. DMC can assist with advertising, scheduling of due dates and pre-bid meetings, bid review and contractor selection. DMC can assist in answering any Contractor questions at the pre-bid meeting and provide addendums, as needed. Once the Contractor has been selected, we ensure that all schedules, safety plans and permits are received and understood by the Contractor. We require the Contractor provide a list of all key personnel, including emergency contact information. We also ensure Sunshine State One Call of Florida is contacted to coordinate the locating of all underground utilities in or near the project area by the utility providers. We go over all pay requests and requirements at a pre-construction meeting. DMC staff has extensive experience with construction management and will provide daily inspection and reports required by the City and the regulatory agencies for permit compliance. Our goal as your engineer is to minimize your involvement in day to day field work. We inform you at once about any issues encountered in the field that require immediate attention, and ensure all filed work is properly documented. Our experience in construction management will be of great value to the City on any project.

Project Close-out: Projects are not complete until a final field inspection is conducted with the Contractor to create a punch list of items to be completed before final acceptance. All issues are addressed and any damage is repaired. Upon completion of the punch list items, an "As-built Certification" is provided to verify that the work was done to the satisfaction of the City. Once this is completed and payments, liens and bonding are released, DMC will assist the City with ensuring that funding agency criteria are met for final project close-out.

Quality Assurance/Quality Control Program: Finally, it is important to note that DMC initiates



each project with QA/QC in mind. Mr. Shailesh K. Patel, will ensure that the in-house design team cross-checks work, calculations, and design parameters in conjunction with field verification. All field work is reviewed by our senior engineers prior to execution to ensure adherence to all applicable state and federal standard operating procedures (SOP's). The final design is reviewed by Mr. Patel before it is sent to the Client. Each step of the project has QA/QC incorporated along with "risk assessment", if applicable. All sub-consultants will be required to submit QA/QC plans for review, and will identify a key contact responsible for QA/QC and risk assessment. All sub-consultants will be required to submit verification that they carry all required insurance, bonding and worker's compensation prior to starting any work on the project.

One aspect that makes **DMC** unique is our Project Progress Report summary, sent to Clients on a weekly, biweekly or monthly basis, as requested by the Client. This simple, yet effective Project Progress Update form keeps the City informed about where the project stands at any particular time. This form can also be used to identify problem areas in design and construction phases and will include project budget information, if desired. This form can also be sent to other City Management and Administrative staff. ***Our goal is to manage your project for you so that the City's Project Manager will invest minimal time on any project! We encourage you to call any of our Clients; you won't be disappointed.***



SECTION 3

QUALIFICATIONS OF PROPOSED PERSONNEL
(Organization Chart)

Organizational Chart



Prime Consultant

Shailesh K. Patel,
M.Sc., CPSSc.

*Principal
Sr. Project Manager*

Will Cornelius, P.E.

*Sr. Geotechnical
Engineer*

Niles Cyzycki

Sr. Ecologist

Curtis Todd, P.E.

Sr. Principal Engineer

Steven Kuhn, P.E.

Drainage Engineer

Joel Steward,
M.Sc.

*Estuary & Resource
Management*

Ankeet Rama

AutoCAD

BFY Associates, Inc.
Architecture

Roman Yurkiewicz, RA

*President
Senior Architect*

**Kuhar Surveying &
Mapping, LLC**
Topo & Hydro Survey

Ken Kuhar, PSM

*President
Professional Surveyor*

Marquis Halback
Landscape Architecture

Jeremy Marquis, RLA

*Principal &
Landscape Architect*

**Universal Engineering
Sciences, Inc.**
Geotechnical

Brian C. Pohl, P.E.

*Branch Manager
Project Engineer*



SECTION 3: Qualifications of Proposed Personnel

SHAILESH "S.K." PATEL, M.Sc., CPSSc.
PRINCIPAL/ SENIOR PROJECT MANAGER

REGISTRATIONS

- American Society of Agronomy, Certified Professional Soil Scientist No. 24815

EDUCATION

- M.Sc. (Soil & Water Science) University of Florida,
- B.S. (Plant Science & Technology) NC A&T

QUALIFICATIONS

Shailesh Patel founded **DMC** in 2002 and serves as the Principal and Point of Contact for all projects. He has 20 years of experience in the planning, engineering and environmental consulting business and in particular developing viable projects for private, municipal, and county entities. He has worked on numerous watershed water quality and land development projects that have included the planning, design, engineering, inspection, permitting, environmental, sediment and materials assessments, including full construction administration and inspection services. His vast experience spans the fields of dredging, waterfront facilities and related structures, including buildings, parks, mining wastes, drainage and stormwater management, erosions related to walkways and roadways, wetlands and associated mitigation. He is active in many technical and civic service organizations and has twice served as the President of the Florida Lake Management Society and is currently the Vice President of the Volusia County Association for Responsible Development. He has managed or assisted with numerous controversial public dredging and marina projects from initial feasibility studies, involving the public, to bidding, implementation and Inspection to post-construction project close-out. Shailesh continues to add to his extensive knowledge of designing cost-effective, environmentally-sound and safe lake, estuary, and canal/channel dredging and shoreline stabilization and land development projects, including sediment treatment, management, disposal operations, beneficial uses of dredged sediments, source control and impacts of tidal, storm or hurricane surges on protection of structures. He is very knowledgeable in dealing with "muck" sediment dredging and handling and was invited by the Maryland Port Authority to share his experience on this topic and has assisted the Florida Department of Environmental Protection with promulgating ways to provide TMDL credits for "muck" removal within the Indian River Lagoon. He is well spoken and understands the value of effective listening and communication with our clients and the public. He has presented project technical information to City and County councils for many projects for better decision and policy making. He has the ability to visualize the long-term needs of clients and understand the economic, social, and political climates and has worked on many highly visible and controversial projects so that they can be implemented. His biggest attribute is to be able to forge a good relationship and open communication with various stake holders on large scale projects and keep the various stakeholders focused on the goal of long-term projects. He continually participates in professional, scientific, and marine construction conferences to keep abreast of advances in dredging, water quality, and latest marine products to educate the public and clients. He passionately promotes responsible development and resource protection along our waterways and waterfront communities.

Attachment: DMC (1211 : General Engineering Services Contracts)



**WILL B. CORNELIUS, P.E.
SENIOR GEOTECHNICAL ENGINEER**
REGISTRATIONS

- P.E. Registration, State of Florida, No. 67538

EDUCATION

- B.S., Civil Engineering, University of Central Florida, 2002
- M.S., Structures and Geotechnical Engineering, University of Central Florida, 2004

QUALIFICATIONS

Mr. Cornelius has over 11 years of experience as a project engineer/manager for various geotechnical and construction materials testing projects in Florida and the Caribbean. In addition to strong client interaction and management skills, Will has a variety of technical knowledge and practical experience with a wide variety of projects, including canals, levees, drainage and water management facilities, bridges, roadways, infrastructure, power plants, hospitals and residential and commercial developments. His geotechnical duties have included managing field subsurface explorations and providing foundation and site preparation recommendations. He has also monitored the implementation of conventional site preparation procedures and specialty ground improvement techniques such as Vibro-Replacement, Jet Grouting, and Rigid Inclusions, as well as the construction of deep foundation systems and earth retaining structures for numerous residential and commercial projects.

**CURTIS N. TODD, P.E.
SENIOR PRINCIPAL ENGINEER**
REGISTRATION

- P.E. Registration, State of Florida, # 37136

EDUCATION

- Pre-engineering - Southern Illinois University, Carbondale, IL
- Civil Engineering - University of Akron, Akron, OH

QUALIFICATIONS

Mr. Todd has been with DMC for 9 years and has over 30 years of experience in the field of Civil Engineering. He is knowledgeable in dredging, transportation design, site development, waterway parks and infrastructure projects. He has designed and permitted a vast number of projects, ranging from stormwater structures and surface water management; dredging, seawalls, boat ramps, docks, access-structures, fishing piers, marinas and shore stabilization; residential, commercial, industrial and recreational development plans; roadway and interchange designs, bridges; permitting to construction, inspection and compliance monitoring. Mr. Todd also coordinates site plans with Architects to provide well designed multifaceted projects..

**NILES CYZYCKI
SENIOR ECOLOGIST**
REGISTRATIONS

- FWC Authorized Gopher Tortoise Agent, #GTA-10-00002
- FDEP Qualified Stormwater Management Inspector #12876

EDUCATION

- BS, Environmental Studies, Urban and Regional Planning, Florida State University

QUALIFICATIONS

Niles Cyzycki has 10 years of Florida ecological, environmental and permitting experience with 8 years at DMC. Niles has worked extensively in both the public and private side of environmental permitting, giving him, and DMC, the knowledge and experience to quickly and efficiently complete any permitting necessary. He has experience in conducting both in-water and upland environmental resource surveys and species assessments and is a State certified Gopher Tortoise Agent capable of completing surveying, permitting and relocation.



ROMAN YURKIEWICZ PRESIDENT & SENIOR ARCHITECT

REGISTRATIONS

- Registered Florida Architect – AR 0015612

EDUCATION

- Bachelor of Design, Architecture University of Florida 1989
- Masters of Architecture, University of Pennsylvania 1993

QUALIFICATIONS

As president of BFY Associates in Daytona Beach since 1999, Roman has extensive experience in all aspects of architecture but has focused primarily on public usage and coastal design. In addition to designing multiple park related structures he has completed multiple feasibility studies to assist planners in future development and redevelopment of communities.

KEN KUJAR, PSM PRESIDENT & PROFESSIONAL SURVEYOR

REGISTRATIONS

- Professional Surveyor and Mapper PSM/LS #6105

EDUCATION

- Bachelor of Science University of South Florida

QUALIFICATIONS

Ken Kuhar is a Licensed Florida Professional Surveyor & Mapper (PSM/LS #6105), President and Partner at Kuhar Surveying & Mapping, LLC (LB #7991). A native of Pittsburgh, Pennsylvania, he is a graduate of the University of South Florida in Tampa, Florida, and now lives in Ormond Beach, Florida. His survey record includes being Surveyor of Record for numerous commercial and residential Subdivision Plats in Volusia and Flagler Counties, as well as acting as Review Surveyor for those Counties and municipalities therein. He has over 20 years of professional experience in Florida.

Boundary, Topographic, Jurisdictional Wetland, Utility As-built, Tree, Condominium, Right-of-Way and Specific Purpose Surveys are just a few of the Surveys he typically prepares in accordance with the Florida Minimum Technical Standards. He also prepares FEMA Elevation Certificates and has acted as Expert Witness in several Court Cases where an objective technical witness was required.

Kenny has served as President of the Volusia Chapter of the Florida Surveying & Mapping Society, receiving the Florida President's award for outstanding service in 2002. He also has served on the Volusia Growth Management Commission (VGMC) and was appointed to both Budget and Personnel, Operations and Procedures (POP) Committees during his service years.



JEREMY MARQUIS, RLA, ASLA, LEED AP BD+C

PRINCIPAL & LANDSCAPE ARCHITECT

REGISTRATIONS

- Registered Landscape Architect, State of Florida # LA6667110
- LEED AP BD+C

EDUCATION

- Bachelor of Landscape Architecture
University of Florida

QUALIFICATIONS

Located in the heart of the nation's oldest city, St. Augustine, Florida, Marquis Halback, Inc. has earned a distinct reputation for creating unique design solutions and compelling images of change. With an extensive mixture of both public and private projects, the award-winning team of landscape architects and planners designs engaging parks, cultural landscapes, and historically/environmentally sensitive environments.

As principal-in-charge, Jeremy Marquis has led the firm to creating innovative and remarkable designs ranging from private backyards to college campuses. Utilizing Jeremy's incredible attention to detail and design expertise, the firm has received awards from the Florida Chapter of the American Society of Landscape Architect, the Florida Trust for Historic Preservation and the University of Florida.

BRIAN C. POHL, P.E.

BRANCH MANAGER & PROJECT ENGINEER

REGISTRATIONS

- Geotechnical Engineer

EDUCATION

- Bachelor of Science, Civil Engineer
University of Central Florida 1998

QUALIFICATIONS

Mr. Pohl coordinates and directs geotechnical explorations for buildings, bridges, residential and industrial facilities and small to large roadways. He has experience in shallow and deep foundation analysis, including spread footing and pile foundations. Mr. Pohl has conducted geotechnical studies for roadway and bridge projects and land development. He has experience in design and monitoring of ground modification procedures for problematic soil conditions and in pond design recommendations. Mr. Pohl has experience with various pavements, rigid and flexible design. Also, Mr. Pohl has provided earthwork recommendations for underground utilities within problematic soil conditions. Mr. Pohl has also performed Weap Analyses and Pile Driving Analyses for FDOT and commercial projects.



SECTION 4

SIMILAR PROJECT EXPERIENCE

SECTION 4: Similar Project Experience

Swoope Site Public Boat Launching Facility - New Smyrna Beach

Project Completed: 2014

Engineering Fees: \$93,200

Construction Cost: \$950,000

DMC was selected by the City of New Smyrna Beach to design and permit a public boat ramp and parking facility capable of holding 50 trucks and trailers. DMC worked with Quentin Hampton & Associates to develop a master plan for the project and will be responsible for all marine components, environmental resource permitting and compatibility with new stormwater systems. In addition, DMC submitted applications for Phase 1 (Design & Permitting) and Phase 2 (Construction) grants through the Florida Inland Navigation District (FIND). DMC was successful in securing nearly \$50,000 for Phase 1 and \$490,000 in Phase 2 construction funds for the City.



Services: Grants Application, Presentations and Administration, Construction Cost Estimation, Existing Environmental Resource Surveying, Marine Structures Engineering and Design, ERP w/ FDEP and Corps, Volusia County Manatee Protection Plan Compliance

Contact:

Mr. Khalid Resheidat, P.E.

Assistant City Manager - City of New Smyrna Beach

Phone: (386) 424-2205

Email: kresheidat@cityofnsb.com

Port Orange Riverwalk Park, Phase 1 - Port Orange

Project Completed: Ongoing

Engineering Fees: \$239,780

Construction Cost: Estimated at \$4,700,000

DMC had been tasked by the City of Port Orange to develop, design, permit and bid construction of the City's Premier waterfront park. DMC staff conducted an environmental resource survey of the complete property in order to better guide the locating of the many improvements associated with park development. DMC also coordinated with the public and multiple stakeholders to develop a conceptual plan that will revitalize the local waterfront district. DMC developed construction plans and the project is under construction.

Services: Public Engagement and Consensus Building, Coastal Structure and Stormwater Engineering, Existing Conditions Report & Recommendations, Environmental Resource Surveying, Utility Coordination, Environmental Resource Permitting with SJRWMD and USACOE, Existing Seawall Rehabilitation, Boardwalk & Crossover, Kayak/Canoe Launch, Restrooms and Trailways, Engineering Design & Bidding, Cost Estimation

Contact:

Mrs. Margaret E. Momberger, RLA / LEED AP

Construction & Engineering Manager - City of Port Orange

Tel: (386) 506-5661

Email: mmomberger@port-orange.org

B-23 Canal Restoration Dredging & Seawall Replacement - Port Orange**Project Completed:** Dredging: 2011 / Seawall: 2013**Engineering Fees:** \$87,000**Construction Cost:** \$1,800,000

Dredging and Marine Consultants, LLC (DMC) engineers and scientists were tasked with designing and permitting the restoration dredging and seawall replacement of the B-23 Canal. Permitting and coordination was completed through the Florida Department of Environmental Protection, U.S. Army Corps of Engineers and the Florida Inland Navigation District. This maintenance dredging project was part of the overall Rose Bay Restoration Project in Port Orange, Florida and DMC was able to coordinate the use of the same dredge equipment and disposal area as a cost saving measure for the City. In addition, DMC designed and oversaw the construction of shoreline stabilization at the MSA 434A Disposal Site as well as directed the facilities cleanup and sod establishment as part of the project closeout.



Services: Corps/ FDEP Environment Permitting, Engineering and Design, Resource Surveys, Hydrographic Survey, Sediment Sampling and Characterization, Geotechnical Investigation Coordination, Removing 20,000 CY of Sediments, Dredging a 2,500 ft long by 40 ft Wide Channel, Design Replacement of 5,000 Linear ft of Seawall, Dredged Sediment Disposal Strategies, Public Consensus Building and Presentations, Construction Inspection and Management

Contact:

Mrs. Shannon M. Lewis, ICMA-CM

Deputy City Manager - City of Melbourne (Previously of City of Port Orange)

Tel: (321) 608-7211

Email: slewis@melbourneflorida.org**Taylor Creek Restoration Dredging Project - St. Lucie****Project Completed:** 2015**Engineering Fees:** \$1,000,000**Construction Cost:** \$8,000,000

Dredging & Marine Consultants, LLC (DMC) engineers and scientists have designed, planned, permitted and managed all phases of dredging and shoreline stabilization projects for St. Lucie County since 2005, including: dredging approximately 180,000 cubic yards of fine-grained sediment, evaluating over 1 mile of shoreline and stabilizing over 2,800 linear feet of critical areas, constructing a 210 foot long retaining wall with rip-rap toe scour protection, assessing 7 county-owned parcels for ecological and engineering feasibility and designing and permitting a 20 acre dredge material management area for use as a disposal site to manage dredged sediment.

Services: Multi-agency Coordination and Permitting, Grant Funding Assistance, Addressing Public Concerns through Presentation Meetings and Consensus Building, Sediment Sampling and Testing, Engineering and Design, Ecological Resource Surveys, Bid Documents and Bidding, Construction Inspection and Coordination with NRCS.

Contact:

Mr. Donald West, P.E.

Public Works Director - St. Lucie County

Tel: (772) 462-2178

Email: westd@stlucieco.org

Reed Canal Access Channel - New Smyrna Beach**Project Completed:** 2012**Engineering Fees:** \$115,000**Construction Cost:** Estimated at \$2,000,000

The City of South Daytona selected Dredging & Marine Consultants, LLC to design and permit the dredging of a 3,800 ft long by 80 ft wide channel that will connect the City's waterfront redevelopment district with the Intracoastal Waterway. DMC was responsible for engineering and design, environmental resource permitting, resource surveys, seagrass surveying, hydrographic survey, sediment and benthic sampling and characterization. DMC was also responsible for developing a mitigation plan with SFWMD and USACOE that will offset the impacts of the channel dredging and satisfied all regulatory agencies.

Services: Engineering and Design, Environmental Resource Permitting through SJRWMD and the Corps, Resource Surveys, Hydrographic Survey, Sediment and Benthic Habitat Sampling and Characterization Dredged Sediment Disposal Strategies, UMAM Scoring, Mitigation Planning and Grant Coordination

Contact:

Ms. Patty Rippey

Redevelopment Director – City of South Daytona

Tel: (386) 322-3016

Email: prippey@southdaytona.org**Woodlea Park Regional Sports Complex - Tavares****Project Completed:** 2012**Engineering Fees:** \$50,000**Construction Cost:** \$450,000

Dredging & Marine Consultants, LLC (DMC) was tasked to plan, permit and design playing fields consisting of baseball, softball, and soccer fields of varying size on approximately 40 acres of land in accordance with the City of Tavares Master Plan. Our staff designed a conceptual plan that included the location and design of the fields, the engineering of roadways and parking, stormwater treatment ponds and concession stands. In addition, DMC's environmental staff has completed the wetland delineation, and threatened and endangered species surveys. As a result, 19 gopher tortoises have been relocated off-site. All environmental permitting and grant funding was secured, construction plans were completed and bid documents prepared.



Services: Conceptual Design & Planning, Stakeholder Consensus Building, Site Development Engineering, Stormwater Drainage and Permitting, Roadway and Parking Design, Wetland Delineation, Gopher Tortoise Permitting and Relocation, Facilities & Irrigation Design, Interagency Coordination, Grading Plan, Bid Preparation and Construction Management/ Inspection

Contact:

Mrs. Tamera Rogers

Community Services Director – City of Tavares

Tel: (352) 742-6338

Email: trogers@tavares.org

SECTION 5

INNOVATIVE/ COST SAVING IDEAS



SECTION 5: Innovative/ Cost Saving Ideas

In the municipal arena, when referring to “innovation,” most of often the inference is on “creativity or creative thinking” with an intent to design something that is unique, different or within a defined or finite cost. Thus, the goal is to design something that would make the project different or unique in a way that would make it memorable in a positive light. Building such a project with a finite dollar value would then make that process in a sense creative or innovative. DMC has worked with many municipalities like Holly Hill that has limited budgets and the goal then becomes to first design a project that is pragmatic and still give it a wow-factor. Our firm has been selected for many design and implementation project because we emphasize the need to think of any project in a “holistic” manner. We try to see the whole picture, the final product, the final users, etc. In this process we ask as many questions and seek as much input so that we can not only visualize the process but truly begin with the end in mind and utilizing any creative faculties to the fullest extent.

When this holistic approach is unfolded, we get to see not only the many hurdles that a project may encounter, such as public misconceptions, dislikes, fears to regulatory challenges to fiscal limitations. This then lends to the ability to dissect the project in phases that make it palatable or desirable and easy to understand and supportable to build. We offer three examples that utilized innovation or creativity and ultimately cost saving to our clients regardless of size on the entity. Since 1998 Mr. Shailesh Patel has been involved in the Taylor Creek Restoration Dredging project in St. Lucie County. The project had vast opposition and public distrust. Mr. Shailesh Patel and DMC has worked on this project for the past 17 years and completed the final dredging this year. The project had public opposition and we went through an education process to eliminate the misconceptions people had by providing scientific and technical fact. We were able to then phase the project so that we could complete a “smaller dredging project” so that the community could witness the process themselves and that led to support to complete the entire project in phases so that we could go for multiple funding years/cycles of the same funding agency such as FIND and the Florida Port Council. This project involved resource protection, shoreline stabilization as potential source control and the ultimate dredging of 130,000 cubic yards of muck material as part of the Indian River Lagoon restoration effort in St. Lucie County and the citizens are proud of what their County has achieved to protect the Lagoon, and they should be! The Woodlea Sports Complex in Tavares is a project that DMC is assisting with currently in a phased approach. Prior consultants suggested that hauling away of soils from a 40-acre sloping citrus grove was the only way the City could build their sports complex. Just the hauling cost was \$600,000. The City asked what we would do and so we first asked the City questions on their vision for this site and ability to build it. DMC, suggested a phased approach and “terracing the site” to build baseball fields and infrastructure, thus utilizing the limited funds to actually build fields rather than haul soil off-site. Today, the City has two regulation size fields, full site permitting and drainage in place and we are now assisting with installation of lights on these two fields. We have done the same for the City of Port Orange’s Riverfront Park and have phased the project with identifying and assisting the City with many funding agencies such as FIND, ECHO, FFWCC, FRDAP and by leveraging funds and are planning on going for multiple funding-cycles so that the project that has been talked about for the last 18 years has come to fruition which Phase 1A being constructed. We are proud to be associated with these projects, examples of innovation/creativity and cost savings and encourage you to call these clients, each have been represented in Section 4.



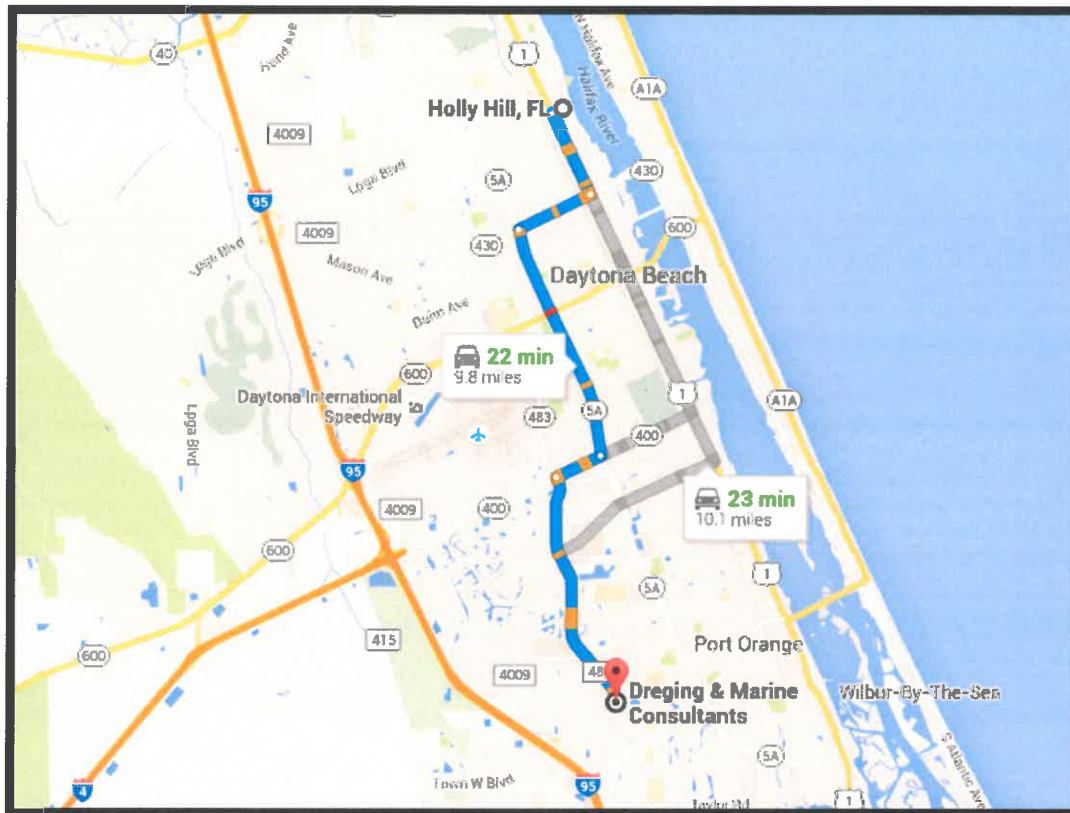
SECTION 6

LOCATION OF FIRM



SECTION 6: Location of Firm

Dredging & Marine Consultants, LLC (DMC), the Prime Consultant for this project, is located in the City of Port Orange, Volusia County, approximately 10 miles from the City of Holly Hill.



Section 1: Required Submittals

Attachment: McKim Creed (1211 : General Engineering Services Contracts)

RFQ-ENG-15-01

General Engineering Services Contract - City of Holly Hill



RFQ-ENG-15-01
General Engineering Services Contract

SUBMIT QUALIFICATIONS TO: City of Holly Hill 1065 Ridgewood Avenue Holly Hill, FL 32117 Attn.: CITY CLERK	REQUEST FOR QUALIFICATIONS and Proposer Acknowledgment
Contact: Walt Smyser Deputy Public Works Director 386-248-9463 - Phone 386-248- 9499 - Fax wsmysr@hollyhillfl.org	RFQ-ENG-15-01 General Engineering Services Contract
Qualification Due Date: October 13, 2015 Qualification Due Time: 2:00 PM	Location of Public Opening: City of Holly Hill City Hall Workshop Conference Room 1065 Ridgewood Avenue Holly Hill, FL 32117
Proposer Name: McKim & Creed	Federal Employer ID Number or SS Number: 56-2136769
Mailing Address: 139 Executive Circle, Suite 201	If returning as a "No Submittal", state reason (if so, return only this page):
City, State, Zip: Daytona Beach, FL 32114-7102	
Type of Entity: (Circle one) ☒ Corporation Partnership/Joint Venture ☐ Proprietorship Limited Liability Company Other:	X  Authorized Signature (Manual)
Incorporated in the State of: North Carolina	Typed Name: Robert Garland, PE, ENV SP
Telephone Number: (386) 274-2828	Title: Vice President
Toll Free Telephone Number: (800)	Date:
Fax Number: (386) 274-1393	

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION

The Applicant is expected to completely analyze the information contained in this Request for Qualifications as guidance for the preparation of the submittal. The Applicant's submittal shall be sufficiently specific, detailed, and complete to clearly and fully demonstrate the Applicant understands the proposed work requirements.

A. 1. Type of Business

McKim & Creed, Inc, is a professional Corporation. McKim & Creed is incorporated in the State of North Carolina and certified to do business in the State of Florida. This project will be managed from the McKim & Creed Daytona Beach office.

A. 2. FEIN

McKim and Creed's Federal ID Number is 56-2136769.

A.3. Principals

The following persons serve as principals for McKim & Creed: John Lucey, Jr., PE, President and Chief Executive Officer, Herb McKim Jr., PE, PLS, Key Client Manager, Michael Creed, PhD, PE, Chairman of the Board, Street Lee, PE, ENV, SP, Senior Vice President, Timothy Cawood, PLS, Senior Vice President, Timothy Baldwin, PE, Senior Vice President

A. 4. Corporate Information

McKim & Creed is certified with the Florida Secretary of State and has a corporate status in good standing.



ENGINEERS

SURVEYORS

PLANNERS

B. TRANSMITTAL LETTER

October 13, 2015

150927

City of Holly Hill
1065 Ridgewood Avenue
Holly Hill, FL 32117

Re: City of Holly Hill General Engineering Services Contract, RFQ-ENG-15-01

Dear Selection Committee Members,

The City of Holly Hill is seeking a consultant to support the wide range of engineering, technical, management, and administration services for capital improvement projects. Also included in these services are Repair, Rehabilitation and Improvement (RR&I) projects, general system engineering assistance, asset management, assistance and related tasks. McKim & Creed can also bring to the city expertise in GIS and in hydrodynamic modeling and flood plain management. McKim & Creed and its team of sub-consultants are well versed in the exact type of services outlined within this Request for Qualifications. We are confident that McKim & Creed can exceed your expectations and deliver the various services under the contract in a cost effective and timely manner.

For this contract, Mr. Curtis Burkett, PE LEED AP will serve as the Project Manager/ Program Manager for the City. He will be closely supported in this effort by Mr. Scott Spooner, PE who will serve as the Lead Project Engineer for many of the disciplines outlined within the scope of services. Mr. Burkett and Mr. Spooner have been providing services to local governmental agencies for a combined 75 years. Their combined expertise with CIP type projects and programs is the essence of their engineering careers. They understand the effort needed to perform under this type of contract. For this contract, either Mr. Burkett or Mr. Spooner will serve as the point of contact no matter the type of service being provided. Thus the McKim & Creed team keeps a clear channel of communication with the city. Should a higher level of involvement be necessary, Mr. Robert Garland, PE, PG, ENV SP will serve as the Principal in Charge for this assignment.

Mr. Curtis Burkett, PE LEED AP
Project Manager/Program Manager
139 Executive Circle, Suite 201
Daytona Beach, FL 32114
(386) 274.2828

Mr. Robert Garland, PE, PG, ENV SP
Principal in Charge
378 Interstate Court
Sarasota, FL 34240
(941) 379.3404

139 Executive Circle,

Suite 201,

Daytona Beach, FL

32114-7102

386.274.2828

Fax 386.274.1393

www.mckimcreed.com

Please let this letter serve as acknowledgement that all requirements of this RFQ will be met by McKim & Creed including but not limited to, the insurance requirements necessary under this contract, the level of skill and professional care necessary to fulfill the duties under this contract and various work assignments that may come from this master agreement. This response will provide you with a clear and concise overview of McKim & Creed's team and how our experience, capabilities and commitment will exceed your expectations. We are excited to have the opportunity to develop this relationship and to support the City of Holly Hill with its goal of development and implementation of its capital improvements program.

Respectfully submitted,
McKim & Creed, Inc.

Curtis Burkett, PE, LEED AP
Regional Manager

Attachment: McKim Creed (1211 : General Engineering Services Contracts)

C. SUMMARY OF LITIGATION/LICENSE SANCTIONS

McKim & Creed is currently (and has been over the past five years) involved in a limited number of legal claims. McKim & Creed is confident in its ability to successfully defend, or settle on favorable terms, all such outstanding claims. Furthermore, for the protection of McKim & Creed and its clients, McKim & Creed always maintains a comprehensive insurance program which includes professional liability, workers' compensation, comprehensive general liability, automobile and umbrella policies, with limits sufficient to cover the defense and payment of all outstanding claims against McKim & Creed. In the opinion of McKim & Creed's management, no claim or lawsuit currently pending against McKim & Creed will materially affect McKim & Creed's ability to perform this project.

1) **Page v. City of Safety Harbor** – Claim based on contractor's failure to reinstall a sewer line to a customer's house during a renovation of the sewer line. Indefinite stay has been granted while Plaintiff pursues claims against contractor.

- a. Court Filed: Pinellas County, FL
- b. Civil Action #: 11000427 CI

2) **Town of Hope Mills v. Crowder Construction et al** – claim for construction defects and design errors relating to the draining of the Hope Mills Lake. Lawsuit was resolved in 2014.

- a. Court Filed: Cumberland County, North Carolina
- b. Civil Action #: 12-CVS-9002



D. CONFLICT OF INTEREST



RFQ-ENG-15-01
General Engineering Services Contract

CONFLICT OF INTEREST STATEMENT

Before me, the undersigned authority, personally appeared
Robert Garland, PE, ENV SP, who was duly sworn, deposes, and states:

1. I am the Vice President of McKim & Creed, Inc. with a local office in Daytona Beach, FL and principal office in Raleigh, NC.
2. The above named entity is submitting an Expression of Interest for the City of Holly Hill project described as **RFQ-ENG-15-01: General Engineering Services Contract**
3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.
4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting Qualifications for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.
7. Neither the entity, nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of City of Holly Hill.
9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with City of Holly Hill.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify City of Holly Hill in writing.

DATED this 8th day of October, 2015.

McKim & Creed, Inc.
(Name of PROPOSER)

R
(Signature of person signing FORM)

Robert Garland, PE, ENV SP
(Printed name of person signing FORM)

Vice President
(Title of person signing FORM)

Sworn to and subscribed before me
This 8th day of October
2015

Shelly Ludwig
(Signature of Notary (& Stamp))

Notary Public, State of Florida

Personally Known or
Produced Identification
(type of identification)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Attachment: McKim Creed (1211 : General Engineering Services Contracts)

E. COMPLIANCE WITH PUBLIC RECORDS LAW



RFQ-ENG-15-01 General Engineering Services Contract

COMPLIANCE WITH THE PUBLIC RECORDS LAW

Upon award recommendation or thirty (30) days after closing, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Holly Hill.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to defend the City in the event we are forced to litigate the public records status of the company's documents.

DATED this 28th day of September, 20 15.

McKim & Creed, Inc.

(Name of PROPOSER)

[Signature]
(Signature of person signing FORM)

Robert Garland, PE, ENV SP

(Printed name of person signing FORM)

Vice President

(Title of person signing FORM)

Project Number: RFQ-ENG-15-01

Sworn to and subscribed before me

This 28th day of September
20 15.

[Signature]
Signature of Notary (& Stamp)
Notary Public, State of

Florida
Personally Known or
Produced Identification
(type of identification)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

F. W-9 FORM

Form (Rev. December 2011) Department of the Treasury Internal Revenue Service	W-9 Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
Name (as shown on your income tax return) McKim & Creed, Inc.		
Business name/disregarded entity name, if different from above		
Check appropriate box for federal tax classification: ☐ Individual/sole proprietor ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ ☐ Exempt payee ☐ Other (see instructions) ▶ _____		
Address (number, street, and apt. or suite no.) 1730 Varsity Drive, Suite 500		Requester's name and address (optional)
City, state, and ZIP code Raleigh, NC 27606		
List account number(s) here (optional)		
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.		
Social security number 		Employer identification number 5 6 - 2 1 3 6 7 6 9
Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below). Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.		
Sign Here	Signature of U.S. person ▶ <i>Donna Anderson</i> Date ▶ <i>1-7-2015</i>	
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Purpose of Form A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to: 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.		
Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9. Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are: • An individual who is a U.S. citizen or U.S. resident alien, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7). Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.		

Cat. No. 10231X

Form W-9 (Rev. 12-2011)

G. DRUG-FREE WORKPLACE FORM

RFQ-ENG-15-01
General Engineering Services Contract

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida statute 287.087 hereby certifies that McKim & Creed does:
 (Name of Business)

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 proposed 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 Qualification, the employee will propose 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.

DATED this 28th day of September, 20 15.

McKim & Creed, Inc.
 (Name of PROPOSER)

[Signature]
 (Signature of person signing FORM)

Robert Garland, PE, ENV SP
 (Printed name of person signing FORM)

Vice President
 (Title of person signing FORM)

Sworn to and subscribed before me
 This 28th day of September
 20 15.
Shelly Ludwig
 Signature of Notary (& Stamp)
 Notary Public, State of Florida
☒ Personally Known _____ or
☐ Produced Identification _____
 (type of identification)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

H. PUBLIC ENTITY CRIMES

RFQ-ENG-15-01
General Engineering Services Contract

PUBLIC ENTITY CRIME SWORN STATEMENT (FORM PUR 7068)
SWORN STATEMENT UNDER SECTION 287.133(3)(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to City of Holly Hill
 [print name of public entity]

by Robert Garland, PE, ENV SP, Vice President
 [print individual's name and title]

for McKim & Creed
 [print name of entity submitting sworn statement]

whose business address is:

139 Executive Circle, Suite 201, Daytona Beach, FL 32114-7102

and (if applicable) its Federal Employer Identification Number (FEIN) is 56-2136769
 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime: or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.



RFQ-ENG-15-01
General Engineering Services Contract

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THE FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

PS

 (Signature)

Date: 9/28/2015

Sworn to and subscribed before me this 28th day of September, 2015

Personally known _____

Or Produced identification _____

 (Type of Identification)

Notary Public – State of Florida

My commission expires 04/14/19

Shelly Ludwig
 (Printed, typed or stamped
 commission name of notary public)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.



I. AMERICANS WITH DISABILITIES AFFIDAVIT

RFQ-ENG-15-01
General Engineering Services Contract
AMERICANS WITH DISABILITIES ACT
AFFIDAVIT

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding CITY.

The CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the CITY be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Agreement for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the CITY, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

DATED this 28th day of September 2015

McKim & Creed
(Name of PROPOSER)

[Signature]
(Signature of person signing FORM)

Robert Garland, PE, ENV SP
(Printed name of person signing FORM)

Vice President

(Title of person signing FORM)

Sworn to and subscribed before me

This 28th day of September

2015 [Signature]

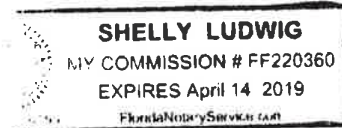
Signature of Notary (& Stamp)

Notary Public, State of Florida

Personally Known [Signature] or

Produced Identification

(type of identification)



J. INSURANCE CONFIRMATION



RFQ-ENG-15-01
General Engineering Services Contract
INSURANCE CONFIRMATION

On behalf of our client, McKim and Creed Inc,

and by acknowledging with signature below, we have read and understand the insurance requirements for this Solicitation and Agreement. We can and will provide a Certificate of Insurance (COI) that is compliant with the insurance requirements stated in this Solicitation and Agreement should our client be awarded the project.

Deborah Church
Signature of Agent

Deborah Church, Account Manager
Print Name & Title

THIS FORM MUST BE COMPLETED AND RETURNED

BB&T Insurance Services Inc.
Agency

4309 Emperor Blvd, Suite 300, Durham, NC 27703
Address

Project # & Title

9-16-15
Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Attachment: McKim Creed (1211 : General Engineering Services Contracts)

Section 2: Project Approach

Attachment: McKim Creed (1211 : General Engineering Services Contracts)

RFQ-ENG-15-01

General Engineering Services Contract - City of Holly Hill

Section 2: Approach to Project/Understanding

McKim & Creed understands the complexity and high level of project management that a continuing services contract of this magnitude involves. Difficulties can arise in permitting delays, poor communication, or constructability issues. Our team is well aware of these issues and thus why our firm makes this a focus in our project management approach, QA/QC reviews and selecting the right personnel for the specific project so we deliver a high quality project each time.

McKim & Creed has reviewed the extensive scope of services outlined in the RFQ. Following that review, we identified our in-house strengths and secured sub-consultants who will complete our team in meeting the vast array of services under this contract. We realize that not every component of the scope of services could occur over the contract life, but the McKim & Creed team is positioned to make available these services to the City of Holly Hill.

Program Management Services

McKim & Creed will be an extension of city staff to assist and support various operations with the Public Works department. Many of the tasks outlined within the RFQ have been performed by McKim & Creed staff for other clients recently. Our diverse, local engineers and depth of experience found in Scott Spooner, PE and Curtis Burkett, PE, LEED AP will add strength to the Holly Hill/McKim & Creed team. Mr. Spooner has served as City Engineer and Building Official through other contracts in the past.

Special Services such as Feasibility Studies and Planning will be accomplished by our sub-consultant, Planning Solutions Corporation, led by Beth Lemke. Ms. Lemke brings a high level of site, context and transportation planning experience like alternative concept analysis, feasibility studies, Street or Context Sensitive Design studies and PD&E reports. From previous experience as director of a large transportation planning department, Beth possesses the skill set to lead a team relating to any of the above tasks as well as assist the city with FDOT and city coordination.

Stormwater Management Design and Paving and Drainage Improvements are the cornerstone of the various design skills Mr. Burkett holds. He has provided design on some of the most complex drainage projects within the area including the Daytona Beach Regional Airport, Clyde Morris Blvd (from LPGA to SR40) and most recently Hand Avenue for the City of Ormond Beach. This project was selected by *Stormwater Magazine* as one of the top 10 stormwater projects nationwide in 2013. He is a LEED Approved Professional with extensive Low Impact Development knowledge, well versed in ICPR modeling as well as lengthy local permitting experience with the SJRWMD. McKim & Creed has experience with continuing engineering services contracts like the one we are proposing on for the city. We are currently under continuing stormwater contracts with adjacent communities to the City of Holly Hill including the City of Ormond Beach, the City of Daytona Beach and Volusia County.

McKim & Creed also provides some of the newest 2D modeling abilities in our industry. Our team members, Brenda Gasperich, PE, CFM and Jeff Whanger, PE, SIT, CFM, have practiced 2D modeling since 2006 and bring value to a municipality wanting to: identify critical flooding areas, develop and/or update a stormwater CIP, and assist in funding review and project warrant analysis. 2D modeling is a cost effective approach to low level modeling either on a city-wide scale or down to a local neighborhood.



McKim & Creed, as engineer of record for Daytona Beach, completed this jack and bore under Interstate 95.

Roadway and Enhancement Project Design including FDOT or County Related Projects are complex projects requiring a strong team. Team leader Curtis Burkett is an expert in streetscape design and enhancement. In the past, he completed the Main Street and Mainland Downtown development for the neighboring City of Daytona Beach to the laud of his client. Additionally, Ms. Lemke contributes a project management style successfully deployed for FDOT projects statewide. Fred Ferrell, a knowledgeable FDOT engineer, completes a team with strong development expertise and direct experience with surrounding Volusia County.

Traffic Engineering will be handled by Mr. Fred Ferrell of Traffic Engineering Data Solutions (TEDS). Mr. Ferrell is a local representative, and is solution focused and understands the design criteria necessary to meet the stringent FDOT guidelines.

Design Support

Complete project design and **design support** is why McKim & Creed has been providing services within the Volusia County area since 1995 (and prior via Briley Wild & Associates, Inc.). In preparation of project design, our firm is capable of taking a project from planning stage through the construction close out. **This Construction Design, Contract Administration, Engineering and Inspection** are an all-encompassing approach that involves the project manager throughout the entire process. This approach creates a synergy to the project process that can lead to cost savings and construction time savings. Our project manager and project engineers have the capacity to perform all phases of design including the preparation of technical specifications, project manuals, project bidding, contract award, public meetings, construction administration with inspection and project and permit close-out.

Permitting Environment

The permitting environment within the state and county continues to evolve. McKim & Creed makes it a point to stay current on permitting issues and pending changes that could impact the Public Works plans for a community such as Holly Hill. McKim & Creed understands our role as your consultant includes constant study and adjustments for permitting issues that could impact community plans in Holly Hill. McKim & Creed navigates the permitting and inspections process throughout Florida, at the state, county and municipal level. Mr. Spooner and Mr. Burkett have achieved

successful project permits within Volusia County for more than 35 years. They have local knowledge of DOH, FDEP, SJRWMD, FDOT, ACOE and Volusia County as it relates to stormwater, roadways, water distribution and treatment, sewer collection and treatment and natural resources.

McKim & Creed was recognized as the *Florida Chapter, American Public Works Association (2014) Consultant of the Year, Wastewater and Water Category*, our Wastewater Treatment Plant, Pump Station and Collection System design as well as our Water Treatment Plant and distribution system design are recognized by our peers and our clients as being one of the best firms in the state when it comes to utility design.

Water and Wastewater Experience

With over 37 years of water and wastewater engineering experience, McKim & Creed adds value to your projects by reducing the design time, project costs, and construction change orders. Our water and wastewater treatment experience includes:

- Expansion and rehabilitation of water and wastewater treatment facilities
- Well fields
- Ground and elevated storage facilities
- System controls and monitoring
- Assistance in Safe Drinking Water Act compliance, including disinfection by-products control
- Design of liquid disinfection system replacement of gaseous disinfection systems
- Laboratory design
- Risk management and process safety management programs
- Project financing and management
- Energy Audits
- System acquisitions
- Standby power audits and design

The City of Holly Hill needs a consultant who understands the full canvas of options available to them and who can implement creative, low cost solutions to address the growing regulatory requirements.

Recently, McKim & Creed completed the design of three water treatment plant upgrades for the City of

Palm Coast, City of Bunnell and Dunes Community Development District. These plants are now complete and operational or going through their final stages of implementation. Two of these plants are designed with innovative technologies. McKim & Creed has helped numerous communities across the state address their wastewater treatment needs as well. Whether looking at equipment replacement, increased process performance or plant expansion, our team of wastewater treatment expertise will benefit the city.

System Modeling

System modeling is a key part of the project delivery for this team. “All models are not created equal.” This statement may seem trite and out of place, but the point of the message should be relevant. How often have we heard of large and tedious efforts being invested into creating a “computer model,” only to result in a product that is cumbersome and barely believable, and which ends up sitting on a shelf, collecting dust?

At McKim & Creed we are passionate about computer modeling. A model should be an exciting tool that provides a portal into the clear and comprehensive understanding of the workings of your systems. When a model is properly designed and manipulated, the user, and the audience should be able to fully understand the potential for growth and the shortcomings of the system.

Our goal is to create a model that should promote confidence in the soundness of decisions involving operational strategies and capital improvements for your system. Regardless of which software the model is built upon, the model should be the tool of choice when decision makers need answers. The model should also be designed to be maintainable, with a clear path for providing useful value well into the future.

Pipeline design

With thousands of miles of distribution and collection pipe designed and installed in the state of Florida, McKim & Creed’s engineers and designers are uniquely qualified to provide the design, permitting and construction phase services to expand and improve the city’s potable and reclaimed water distribution network and the city’s wastewater collection and pumping systems. In addition to design, McKim & Creed’s hydraulic modeling expertise allows us to properly size distribution and collection systems for today’s needs as well as the future needs of the City of Holly Hill.

McKim & Creed also brings to the city extensive experience in trenchless technologies applications ranging in size from as small as 4-inch to as large as 108-inch and as long as 6,500 LF. These technologies included horizontal directional drilling, micro-tunneling and jack and bore. Most notable has been the installation of 54,000 LF of 24-inch HDPE reclaimed water transmission main down the middle of a high profile 5-lane FDOT roadway (Gulf Boulevard). Other past experience of the firm involves pipe bursting for replacement of older infrastructure in a minimal intrusive manner.

Electrical/Electronic/SCADA System Upgrades

McKim & Creed’s process control engineering, information technology and programming competencies ensure turnkey services for all I&C and SCADA applications. Our team specializes in supervisory control and data acquisition (SCADA) systems, computer networks, programmable logic controller (PLC) systems, telemetry, instrumentation and variable frequency drive and motor control center installations. The

company also specializes in water and wastewater treatment applications, with extensive experience in a wide variety of industrial applications including custom Visual Basic and Microsoft SQL Server development to provide sophisticated automatic process control and reporting.

McKim & Creed has a highly experienced group of engineers and technicians. We currently have programmers/engineers for SCADA, PLC and telemetry systems, designers, field service and instrument calibration specialists on staff.

RR&I

A unique skill set offered in-house by McKim & Creed is our RR&I division. The focus of this group is specifically on RR&I and is nationally



The tablet and plantwide wireless network enables operators to take advantage of SCADA HMI dashboards remotely.

recognized for their expertise and in-depth knowledge of the various techniques and cost savings alternatives that lie within this type of work product.

Property, Boundary, Easements, Right of Way, Topographic and Utility Surveys

McKim & Creed has teamed with ATS Land Survey, LLC for the past several years. ATS understands how critical the timing and delivery of the survey can be to the overall project schedule. They also know the format and file content necessary to integrate into our CAD system in a seamless manner.

With a combined 75+ years of experience between Mr. Spooner and Mr. Burkett, both engineers have been involved in a wide variety of engineering design projects. Their ability to provide the city with [Site Plan Review](#) capabilities and perform support design tasks for [other miscellaneous](#)

[professional services that the city may desire](#) is well within their talents. Both have served in the capacity of “staff extensions” in order to perform similar duties for other municipalities within the Central Florida area.

Funding and Grant Writing

Funding and Grant Writing is the final key component that should be noted within the McKim & Creed team. Planning Solutions Corporation and Burton & Associates, Inc. are two of the strongest firms in the marketplace when it comes to providing these types of services. We work regularly with both firms and know how to complement each other when it comes to the development of financial and grant application support material. Both firms are well known by their peers and widely accepted by the various agencies that the city will be dealing with in order to seek and secure funding for future capital projects.

Table 1. McKim & Creed Complete Team Expertise

McKim & Creed Team Offers	Curtis Burkett, PE	Robert Garland, PE	Scott Spooner, PE	Tom Cross, PE	Phillip Locke, PE	Jeff Lowe, PE	David Wehner, PE	Greg Anderson, PE	Dan Cote, PE	Mike Stoup, PE	Brenda Gasperich, PE	Joe Resendes, CCEA	Jeff Whanger, PE	Mike Burton	Brian Pohl, PE	Gary Eichler	Elaine Imbruglia	Rob Duranczyk	Beth Lemke	Fred Ferrell
Depth of Experience																				
Experience with Capital Projects	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Program Management Services	●	●	●			●		●												
Special Services, Feasibility and Planning	●	●	●	●	●	●	●				●		●	●			●	●	●	●
Stormwater Management Design	●		●					●			●		●		●		●	●		
Paving and Drainage Improvements	●		●								●		●					●		
Roadway and Enhancement Project Design	●														●		●	●		●
Traffic Engineering																				●
Constuction Design, Contract Administration, Engineering and Inspection	●	●	●	●	●	●	●	●		●		●					●			●
Public Works Permitting and Inspections	●	●	●	●	●	●	●	●												
Wastewater Treatment Plant, pump station and collection system design	●	●	●	●		●		●	●	●		●								
Water Treatment Plant and distribution system design	●	●	●		●				●	●		●								
Electrical/Electronic/SCADA system upgrades										●			●							
Property, Boundary, Easements, R/W, Topographic, and Utility Surveys																		●		
Site Plan Review	●		●																	
Other Miscellaneous Professional Services that the city may desire	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

Section 3: Qualifications of Proposed Personnel

Attachment: McKim Creed (1211 : General Engineering Services Contracts)

RFQ-ENG-15-01

General Engineering Services Contract - City of Holly Hill

Section 3: Qualifications of Proposed Personnel

McKim & Creed specializes in the types of work the City of Holly Hill will require of its utility consultants now and into the future. Our areas of world-class technical expertise include the following:

- Master Utility Planning
- Development of Utility C.I.P.
- Water and Wastewater Plant Design
- Rehabilitation/Replacement of Existing Water and Wastewater Treatment Facilities
- Analysis of and Rehabilitation/Restoration of Existing Underground Utilities
- Design of Water Distribution Systems
- Design of Sanitary Collection Systems
- Design of Reuse Water Systems
- Development of Well Fields
- Consumptive Use Permits
- Modeling of Hydraulic Systems, Analysis of the Systems
- Instrumentation & Control/SCADA Design
- Pump Station Design
- Mechanical/Electrical/Structural Design
- Site Design
- Financial Services including expertise with rate studies, USDA and SRF loan acquisition and administration, and grant acquisition and administration.
- Presentations to the public regarding all aspects of infrastructure planning and financing
- Permitting of all aspects of utility infrastructure construction and operation
- Land Survey/Construction Staking
- SUE services
- Bid phase services
- Construction Administration/Construction Services

The McKim & Creed team is prepared to assist and guide the City of Holly Hill through all of its utility

endeavors. With our experience and expertise with water and wastewater utility planning, financial services, analysis, design, permitting, bidding, construction and close-out, we have all the services to assist the City of Holly Hill in remaining an absolute first-class public utility.

The team we have assembled is an outstanding mix of technical experts with strong local representation to best serve you.

As the organizational chart on page 19, demonstrates, we have all the disciplines required to be responsive on this contract.

Whether it is supporting the city by program management services, or through special services such as feasibility studies and planning, stormwater management design, paving and drainage improvements, roadway and enhancement project design, traffic engineering, construction design, contract administration, engineering and inspection, public works permitting and inspections, wastewater treatment plant, pump station and collection system design, water treatment plant and distribution system design, electrical/electronic/SCADA system upgrades, property, boundary, easements, R/W, topographic, and utility surveys, site plan review or other miscellaneous professional services that the city may desire, the McKim & Creed team has the experience, capability and technical knowledge to efficiently and effectively handle any challenge the city may need its consultant to address.

The McKim & Creed team has the availability to meet all project assignments. Because of our highly skilled work force, staff availability can be readily managed to meet the project requirements. However, in the event of a need to increase

Unique Qualifications of McKim & Creed and the Benefits They Bring to Holly Hill

Depth of Personnel and Project Experience	Ability to Multi-Task Various Types of Projects in Parallel
In-house professionals (limited sub-consultants)	• Project continuity; enhanced project coordination
Expanded in-house services (RR&I, I&C, Structural, Electrical)	• High level interface, exceptional responsiveness

productivity, we have an exceptional work share program among our other southeastern offices to allow us to call upon additional staff resources to meet your needs. We offer the following brief narrative of each key team member:

A. STAFF QUALIFICATIONS



Curtis Burkett, PE, LEED AP
Project Manager / Program
Manager / Stormwater Management
/ Public Works Engineering /
Permitting

Mr. Burkett brings to the project team more than 34 years of diverse local municipal engineering experience. He has extensive experience relating to large scale project management, project planning, design and permitting, as well as handling bidding and construction phase services. He has provided design services for governmental agencies that involved collection system/distribution systems, lift stations and force mains, system studies and replacement/rehabilitation plans. He is a solutions oriented engineer who works closely with the client to problem-solve cost effective, constructible solutions to each project.

Project experience includes:

- Hand Avenue Collector Road Upgrade, Ormond Beach, Florida.
- Daytona Beach International Airport Project, County of Volusia, FL.
- Halifax River Force Main Crossing and Force Main Analysis, City of Daytona Beach, FL.

Years of Experience 34

Years With Firm 1.5

Education B.S. / Civil Engineering

Professional LEED AP

Registrations PE/FL/41841



Scott Spooner, PE
Distribution/Collection
Systems / Lift Station Design / Public
Works Engineering / Permitting

Mr. Spooner has provided design services for a wide variety of projects. In his role as a senior project engineer and project manager, he is responsible for coordinating all design activities and working closely with clients to ensure the plans and specifications meet their needs. Mr. Spooner brings to his assignments over 40 years of experience and expertise in the design of

water distribution systems and sewage collection/transmission/pumping station system design. In addition to water and sewer systems, Mr. Spooner served as the temporary City/Town engineer for two Florida municipalities for a seven-year period. Project experience includes:

- Bethune Point Wastewater Treatment Plant Upgrade/Expansion, City of Daytona Beach, FL.
- Wastewater Master Plan, Design and Construction, City of Daytona Beach, FL.
- Daytona Beach Ridgewood Avenue Gravity Sewer Main Replacement, City of Daytona Beach, FL.

Years of Experience 42

Years With Firm 21

Education B.S. / Civil Engineering

Professional
Registrations PE/FL/23273



Thomas Cross, PE
Pipeline Design

Mr. Cross offers more than 22 years of program and project management delivery experience from project development, design, permitting and client reviews to construction management and project closeout for a variety of municipal, federal and private sector clients. He is experienced at managing multiple projects concurrently, with both local and remote staff on water supply, treatment and distribution as well as wastewater conveyance and treatment projects. He has served as a client service manager for several municipal water and wastewater as needed engineering services programs. He is able to create consensus within teams and meet project deadlines while remaining on budget. **Mr. Cross is trusted by some of the largest utility providers in Florida such as City of Clearwater, City of St. Petersburg, City of Tampa and Hillsborough County.**

Project experience includes:

- Design and Permitting Lift Station No. 10 Improvements, City of Daytona Beach, FL.
- University Blvd. Chlorine Booster Pump Station, City of Daytona Beach, FL.
- Virginia Beach Water and Sanitary Sewer Pump Station Flow Monitoring and Data Storage, City of Virginia Beach, VA.

Years of Experience 22
 Years With Firm 5
 Education M.S. / Environmental
 Engineering
 B.S. / Civil Engineering
 Professional Registrations PE/FL/59868



Jeffrey Lowe, PE Wastewater Treatment

Mr. Lowe offers more than 29 years of experience in utility engineering projects in water, wastewater, sewer, stormwater, and reclaimed water. Mr. Lowe's experience encompasses water supply, treatment and disposal; reclaimed water pumping, transmission and distribution; wastewater collection, treatment, pumping and disposal; and utility infrastructure and relocation design. Mr. Lowe's project management experience includes planning, preliminary engineering, modeling, final design, estimating, QA/QC reviews, permitting, bidding and construction management and observation services. Project experience includes:

- Wastewater Master Plan, City of Venice, FL.
- Citrus County Meadowcrest Wastewater Treatment Facility Expansion, Hoyle, Tanner & Associates, Inc. (HTA), Citrus County, FL.
- North Water Reclamation Facility Expansion from 7.5 to 11.0 mgd, Manatee County, Manatee County, FL.

Years of Experience 29
 Years With Firm 9
 Education B.S. / Civil Engineering
 Professional Registrations PE/FL/52017



Phillip Locke Water Treatment

Mr. Locke offers more 19 years of experience in the planning, design, permitting and construction management of conventional water treatment plants, reverse osmosis water treatment plants, wastewater treatment plants, reclaimed water transmission systems and other associated infrastructure. Mr. Locke has prepared water and reclaimed water master plans for clients, which included hydraulic modeling and forecasting of future flows. He has extensive experience in pumping station design,

including experience with sophisticated pumping control systems and variable frequency drives. Project experience includes:

- Lake Manatee Water Treatment Pilot Plant Study, Manatee County, Bradenton, FL
- Myakkahatchee Creek Water Treatment Plant Reverse Osmosis Reliability Project, City of North Port, FL
- Preliminary Design Report and Permitting for Water Treatment Plant, City of Bunnell, FL.

Years of Experience 20
 Years With Firm 9
 Education B.S. / Civil Engineering
 Professional Registrations PE/FL/57527

B. SUBCONSULTANTS

Creating a strong team environment is a key component associated with strong leadership and project success. **McKim & Creed has assembled high quality professionals that have been working with our project managers and engineers on many successful projects now and in the past.** These professionals bring a skill set to the team that expand our technical services platform and allow us to provide complete project services from project planning through construction services. Following are brief descriptions of our extended team's qualifications:



Beth Lemke, AICP Funding/Grants Planning Solutions Corporation

Ms. Lemke succeeds at implementation. She gets results through imagining the possibilities and inspiring those around her. She is dedicated and committed to getting the job done--whether it's obtaining funding for projects, getting a plan approved, or gaining community consensus. She starts with the end game in mind and crafts the path to implementation. Her record speaks for itself. Beth recently obtained grant funding for 100% of the project costs for design and permitting of Sunrise Park improvements under the existing Planning Continuing Services Contract with the city. She is currently contracted to pursue construction funding for the same project.



Brian Pohl, PE
Geotechnical Services
Universal Engineering

Mr. Pohl coordinates and directs geotechnical explorations for utilities, buildings, industrial facilities and small to large roadways, shallow and deep foundation analysis, including spread footing and pile foundations. He has experience in design and monitoring of ground modification procedures for problematic soil conditions and in pond design recommendations. Mr. Pohl has also performed Weap Analyses and Pile Driving Analyses for FDOT and commercial projects. **Universal Engineering has worked with McKim & Creed on multiple projects over the years providing geotechnical services.**



Rob Duranczyk, PSM
Surveying Services
ATS Land Survey

Mr. Duranczyk is a Professional Surveyor and Mapper with more than 19 years of experience related to municipal and private development projects. **ATS Land Survey has provided surveying services on multiple McKim & Creed projects over the years.**



Mike Burton
Financial Services
Burton & Associates

Burton & Associates, Inc. will be available to provide expertise on rate analysis and perform rate studies. For over 26 years, the firm has provided independent and objective financial management services to local governments across the country. They provide a comprehensive and efficient approach to the development of multi-year financial management plans, cost allocations, rate/fee structures, benchmarking, and other ad hoc analyses necessary to ensure the sustainability of services provided by local government. In addition, their project team has conducted financial feasibility analyses and other services in support of the issuance of nearly \$1 billion in utility related bonds in the past five years. **Burton & Associates has provided financial services on multiple McKim & Creed projects over the years and is currently working with Burton on projects in Ft. Lauderdale and Pembroke Pines.**



Gary E. Eichler, PG
Wellfield Development
Connect Consulting

Mr. Eichler has over 37 years of experience as a professional geologist and hydrogeologic consultant responsible for the technical, financial and administrative management of complex water resources projects in Florida and throughout the United States, the Bahamas, and the Caribbean Basin. Mr. Eichler is also a Licensed/Certified Florida Contractor. **Connect Consulting has provided wellfield development services for several projects with McKim & Creed.**



Elaine Imbruglia
Environmental Service
Modica & Associates

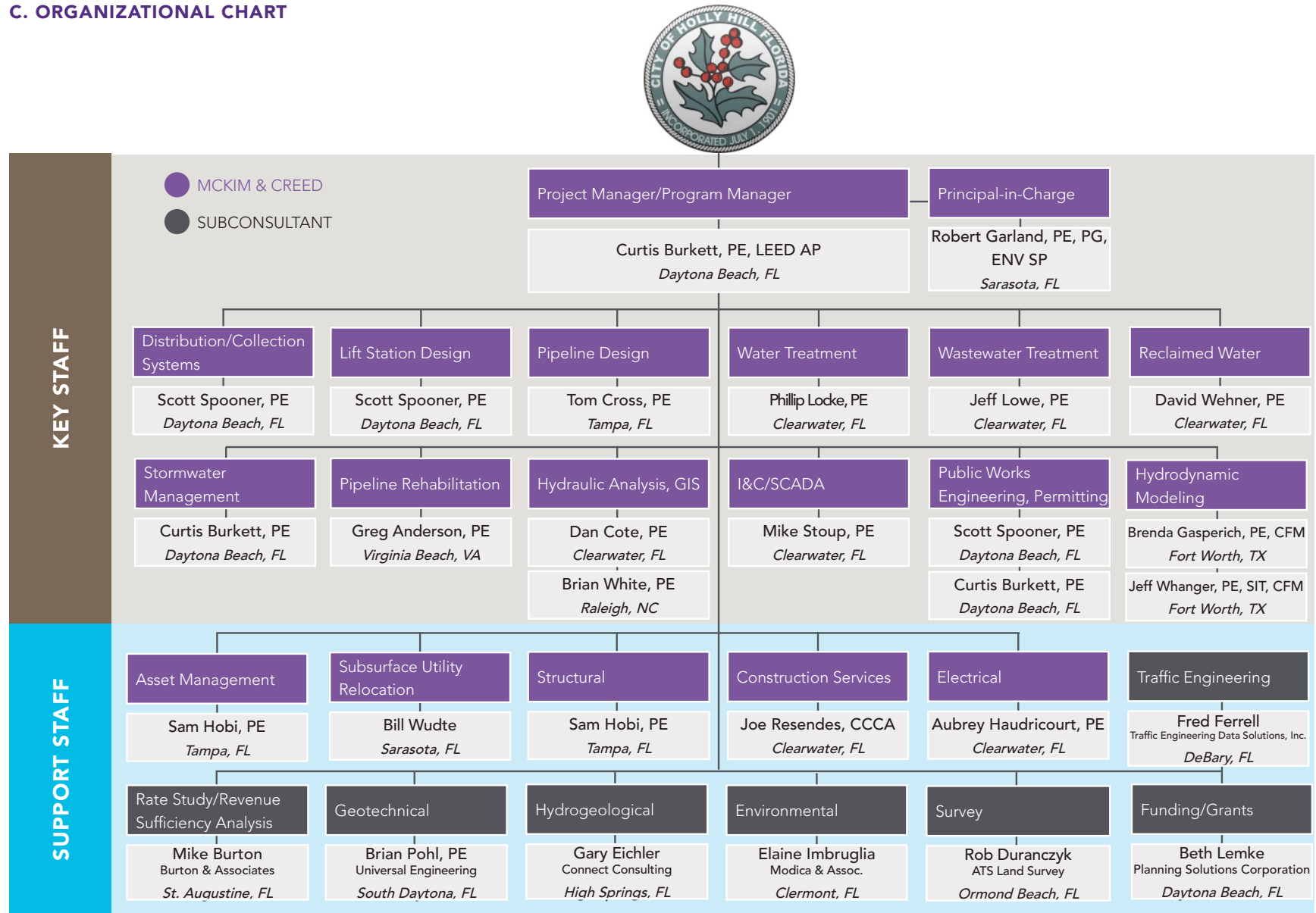
Ms. Imbruglia has 18 years of experience in ecological consulting and scientific studies. Ms. Imbruglia provides expertise in Environmental Resource Permitting, comprehensive environmental planning and strategic site design. She specializes in large-scale projects, water quality monitoring, ArcGIS and geodatabase management. Ms. Imbruglia collaborates with interdisciplinary project team members to design innovative, responsible, and economical development plans and to secure regulatory agency approvals. She serves as a liaison between regulatory agencies and applicants during permit acquisition and resolution processes. **Modica & Associates has provided environmental services for several projects with McKim & Creed.**



Fred Ferrell, PE
Traffic Engineering
Traffic Engineering Data Solutions

Mr. Fred D. Ferrell, PE is the chief engineer and has over 28 years of engineering experience developing and providing cost-effective solutions to client transportation needs. His professional experience includes transportation engineering and management with the Florida Department of Transportation (FDOT) District 5 along with the private sector. **TEDS and McKim & Creed have teamed on a number of projects, most recently the Orange Avenue reconstruction project in the City of Daytona Beach. TEDS supported McKim & Creed and the City of Daytona Beach in securing funding for the construction of the \$12+ million project along with providing on-going technical support during construction.**

C. ORGANIZATIONAL CHART



Section 4: Similar Project Experience

Attachment: McKim Creed (1211 : General Engineering Services Contracts)

RFQ-ENG-15-01

General Engineering Services Contract - City of Holly Hill

City of Daytona Beach Continuing Services Contract

McKim & Creed has been working with other local communities on general engineering contracts with needs similar to those of Holly Hill. Those contracts are described below. We've also put together a matrix on page 22 that demonstrates the depth of our experience as it relates to the scope of services required by Holly Hill for this contract.

McKim & Creed has worked for the City of Daytona Beach under a continuing contract for over two decades. The most recent contracts began in 2007 and remain in place today. These contracts are for Pump Station and Force Main Design, Potable Water and Wastewater Design, Stormwater and Environmental Engineering and Civil Engineering and Landscape Architecture.

Our firm has completed over 150 individual work orders/contracts for the city – many being utility related such as those anticipated under the Holly Hill contract. Representative projects under this contract include:

Lift Station No. 10: McKim & Creed provided engineering services for the \$10.7 million upgrade to Daytona Beach's Lift Station No. 10, one of the city's largest lift stations. Constructed in 1979, Lift Station No. 10 did not have the capacity to pump increased flows that would be generated by planned

expansions in the area. Given these developments, the city authorized McKim & Creed to develop and evaluate alternative solutions for upgrades and expansion to the pump station. The "Lift Station No. 10 Analysis Report" provided alternatives for upgrades and expansion to the facility.

McKim & Creed also constructed a new lift station to replace the existing one while maintaining the existing facility in service. Our team paid special attention to detail as far as component sizing, operational work areas needed during construction, phasing of the overall work product and operation and start up. As expressed by city staff, this allowed for the project to become seamless as it moved from one phase to another and into its operational mode. It was also one of most successful projects undertaken by the utility department.

Orange Avenue Design and Permitting Services:

McKim & Creed completed a system replacement of all elements within the roadway corridor including above and below ground features. This included sidewalks, roadway, curbing, stormwater drainage system, potable water, reuse water, sanitary sewer and undergrounding all overhead utilities. This \$15 million project was one of the most complex undertaken by the city. Extreme coordination and conflict resolution were a critical component in completing the replacement and upgrades to the

utility systems. Block by block efforts were required to analyze the existing systems to design upgraded systems working with all the surrounding elements and connection points. Coordination of construction sequencing of the improvements was also necessary in order to maintain existing systems while installing replacements.

Water Quality System Modeling:

McKim & Creed has been the system modeler for the City of Daytona Beach for over a decade. We provide modeling work orders for the city in order to analyze development impacts, system upgrades and a variety of other tasks. Under this current work order, we will be looking at the age of the water within the system and analyze the city's ability to maintain the state requirements for quality drinking water. This analysis will assist the city in reviewing pumping requirements, dosing amounts, system timing and see the overall impact on all parts of the system when various "pieces" experience proposed modifications. This will also help the city understand line sizing, valve placement and potential "looped systems" that may not be getting the flow necessary to maintain the level of service set by state and city standards.

Contact:

Shannon Ponitz, PE
125 Basin Street, Suite 130
Daytona Beach, FL 32114
(386) 671-8825
ponitzs@codb.us

City of Ormond Beach Continuing Services Contract

McKim & Creed has worked for the City of Ormond Beach under a continuing services contract for over 20 years. This contract is based on several separate contracts for Civil/Public Facilities, Parks and Recreation, Wastewater Engineering, Water Treatment, Stormwater, W/Reuse Distribution and Wastewater Collection and Roadway Design. Our firm has performed well over 120 projects during the course of these contracts.

Projects under this contract include the following:

Lift Station 8M-1 Upgrade: Lift Station 8M-1, located within the Tomoka Oaks Subdivision on North St. Andrews Drive, is a submersible sewage lift station that has been in operation since 1972. Having seen 42 years of operation, it was time that the lift station be upgraded to the current city standards by replacing equipment and materials that have exceeded their “design life”. The objective of this project was to replace certain pieces of equipment; add a protective coating to the interior of the wet well; replace the valve box; and maintain the aesthetic appearance of the lift station. McKim & Creed provided the design documents and specifications working closely with city staff to be

certain that only those elements necessary for replacement were included within the project cost. Our firm provided to the city complete construction documents including the construction project manual. Full permitting services were provided for this station in order to show the city project is meeting state standards. We also will assist the city with the bidding of the project as well as provide the review and recommendation of award for the low bidder. Pending the bid award, McKim & Creed will provide the city with construction services during and through system start up and permit close out.

2-inch Water Main Replacement North Peninsula: Also under this continuing contract and as the city begins its second phase of 2-inch water main replacements throughout the city, McKim & Creed was awarded a second contract to continue our efforts in replacement of this line size within the North Peninsula area. The project area was from North of Sandcastle Drive and South of Seabridge Drive bounded on the west by John Anderson Drive and on the East by Atlantic Avenue. This project involved the replacement and upgrade of over 15,000 LF of existing 2 inch water main to improve pressure and fire flow requirements within the protection area. As was done on the previous Phase 1, McKim & Creed performed the complete

design services that included coordination with private utilities, coordination of subconsultants for survey and geotechnical as well as full DOH permitting of the project. We provided the city with complete design documents and continued our services through the bidding process with assistance with project bidding, bid review and award recommendation. Currently, we are providing construction services for the project and will perform the project close-out and final permit review and acceptance by DOH.

Water Plant Pump & Control Upgrades:

As part of the Water Plant continuing contract, McKim & Creed is providing design, permitting and construction services for the Water Plant Pump & Control Upgrades. This project consists of three distinct upgrades to existing pumps, replacement of pumps and incorporation of variable frequency drives on existing pump controls. The objective of this project is to update aging equipment/material, provide better-suited pumping equipment, and to provide control systems that will allow for a more reliable and efficient operation of the treatment plant facility.

Contact:

John Noble, PE, City Engineer
22 South Beach Street, Ormond Beach, FL 32175
(386) 676-3269;
noble@ormondbeach.org

City of Palm Coast Engineering Services

McKim & Creed has been providing the City of Palm Coast with engineering services for decades, with our latest contract being renewed again in 2014. Our firm has performed 60 projects during the course of these contracts. Through these contracts we have provided various forms and types of projects relating to utility engineering.

Projects under this contract include the following:

Southern Wellfield Expansion

We are currently in the process of providing complete design services for this project that will include full permitting, bidding and construction services. The Utility Department desired to make improvements to the existing raw water supply system within the southern section of the city. There are five wells that have been drilled and cased. These wells are located along Seminole Woods Pkwy, Sesame Blvd, and at the end of Slatewood Ct and will be utilized to pump raw water through a new raw water main to U.S. Highway No. 1. At this location, the new main will connect to an existing 12-inch main, which is part of a manifold that conveys raw water to WTP No. 2 for treatment. The objective for McKim & Creed under this contract is to provide engineering services for the design, permitting, bidding, and construction services in order to equip five Upper Floridan aquifer wells and install 17,000 feet of a new raw water main.

Our team, lead by Scott Spooner, PE has coordinated

with the sub-consultants for this project including the surveyor and hydrogeologist as well as coordinated with the SJRWMD in order to gain preliminary approval of the well locations before design began.

Old Kings Road Force Main

McKim & Creed assisted the city with the planning, design and construction of a new, larger force main from Old Kings Road pump station to the city RIB's site. This project is part of the city's CIP program. Initial work included a hydraulic analysis of the manifold force main system that connects all of the pump stations that utilize the Old Kings Road system. Once the hydraulic analysis was completed, the project was designed and bid in a combined effort with another consultant who did the pump station design. McKim & Creed lead the project and was the lead

firm on bidding and construction services.

This project included five HDDs for this 16-inch force main. One such drill was an 18-inch pipe drilled under the Royal Palms Parkway Canal for a distance of 600 feet. Led by Scott Spooner, the McKim & Creed team has been involved with this project since the early planning stages. By keeping this project on schedule it allowed the city to keep with its CIP program. With cost-effective design and comprehensive project documents, McKim & Creed was able to bring the project bid 7% under the engineer's estimate.

Contact:

Steve Flanagan, Utility Development Manager
2 Utility Drive, Palm Coast, FL, 32137
(386) 986-2354
sflanagan@palmcoastgov.com

Table 2. McKim & Creed Depth of Project Experience

McKim & Creed Depth of Project Experience	City of Daytona Beach	City of Ormond Beach	City of Palm Coast
Program Management Services	●	●	●
Special Services, Feasibility and Planning	●	●	●
Stormwater Management Design	●	●	
Paving and Drainage Improvements	●	●	
Roadway and Enhancement Project Design	●	●	
Traffic Engineering	●	●	
Construction Design, Contract Administration, Engineering and Inspection	●	●	●
Public Works Permitting and Inspections	●	●	
Wastewater Treatment Plant, pump station and collection system design	●	●	●
Water Treatment Plant and distribution system design	●	●	●
Electrical/Electronic/SCADA system upgrades	●	●	●
Property, Boundary, Easements, R/W, Topographic, and Utility Surveys	●	●	●
Site Plan Review	●	●	
Other Miscellaneous Professional Services that the city may desire	●	●	●

Section 5: Innovative/ Cost Saving Ideas

Attachment: McKim Creed (1211 : General Engineering Services Contracts)

RFQ-ENG-15-01

General Engineering Services Contract - City of Holly Hill

Section 5: Innovative/ Cost Saving Ideas

Value Engineering

The value engineering (VE) team can range from a single reviewer to a multidisciplinary group of experienced professionals based on the complexity of the assignment. We typically follow the standards published by the Society of American Value Engineers (SAVE). The SAVE approach consistently, systematically applies VE by analysis at each project milestone.

Mr. Burkett leverages his 35 years of local engineering experience to identify and evaluate innovative planning, design, construction, and operational opportunities during the VE process.

The VE process ensures the city achieves the optimum balance between function, performance, quality, safety and cost.

The best results are achieved by a multidisciplinary team with experience and expertise relevant to the project. Mr. Burkett will be supported by an in-house team of technical leaders— members of the firm that were selected based of their technical expertise and experience with facilities similar to the city's.

McKim & Creed's approach to constructability reviews consistently results in total change orders below 2%, well below the construction industry average of 7%.

Energy Management Program

Energy costs make up a significant portion of the operations and maintenance budget and should be minimized to maintain rates and improve system sustainability.

An energy management program is a systematic approach for identifying ways to conserve, reduce, or offset power costs through procedural changes, technology improvements, and replacement of equipment.

The use of EPA's Energy Use Assessment Tool (EUAT), specialized Excel spreadsheets, BLOWIN, or other off-the shelf models can be used.

Funding

A specific example of an innovative concept relates to funding. Our staff is experienced in assisting communities in obtaining funding through FEMA Hazard Mitigation Assistance Programs. FEMA has five programs that fund hazard mitigation projects that are applicable to water and wastewater utilities.

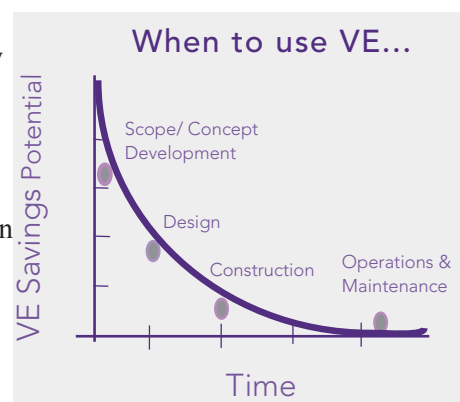
Programs may be implemented before a disaster strikes and others after a disaster is declared. For the latter, the key is being positioned to quickly apply for funds while they are available.

FEMA can fund up to 75% of eligible costs of each mitigation project.

Project Delivery

Project Delivery is a comprehensive process

including planning, design and construction required to execute and complete a project. Determining the best project delivery method is one of the most important decisions made by an owner embarking on a construction project. It is important to choose a delivery method that best meets the unique needs of each owner and their project. Methods such as Construction Management at Risk (CMR); Design-Bid-Build; Design-Build; Multi-Prime are all methods that McKim & Creed has been involved with in the past for other clients. We are currently involved in several design-build projects while still working within the industry standard Design-Bid-Build. By selecting the proper format, a client can save time and money while reducing risk. Understanding Procurement methods (Low Bid vs Qualifications- Based Bid) also can save time and/or money.



Section 6: Location of Firm

Attachment: McKim Creed (1211 : General Engineering Services Contracts)

RFQ-ENG-15-01

General Engineering Services Contract - City of Holly Hill

Section 6: Location of Firm

FAST FACTS

Providing engineering services for over 37 years

Incorporated in 1981 in North Carolina

Operated under McKim & Creed, Inc. since 2011

Established Daytona Beach office in 1994

A. BRIEF COMPANY HISTORY

McKim & Creed was established in 1978 by Herbert P. McKim, Jr., PE, and Michael W. Creed, PE. Today, the award-winning, Raleigh, NC-headquartered company operates 16 offices throughout the Southeast; with eight offices located in Florida (Daytona Beach, Gainesville, Sarasota, Clearwater, Tampa, Fort Myers, DeLand and Palm Coast). McKim & Creed has more than 350 employees, 102 of which are located in our Florida offices.

McKim & Creed provides professional consulting engineering services to investigate problems; performs feasibility assessments and investigation work; hydraulic modeling; facilities planning; completion of preliminary and final design plans and specifications for projects; and performs the associated services to design and oversee construction of these projects. Core competencies of the firm include:

- Water
- Wastewater
- Reclaimed water
- Lift stations
- Instrumentation & Controls/SCADA
- Stormwater
- Water quality
- RR&I
- Project Management
- Hydraulic Modeling
- Structural Evaluations
- Resource management
- Sustainable design

- Construction services
- Subsurface Underground Engineering

B. YEARS IN BUSINESS

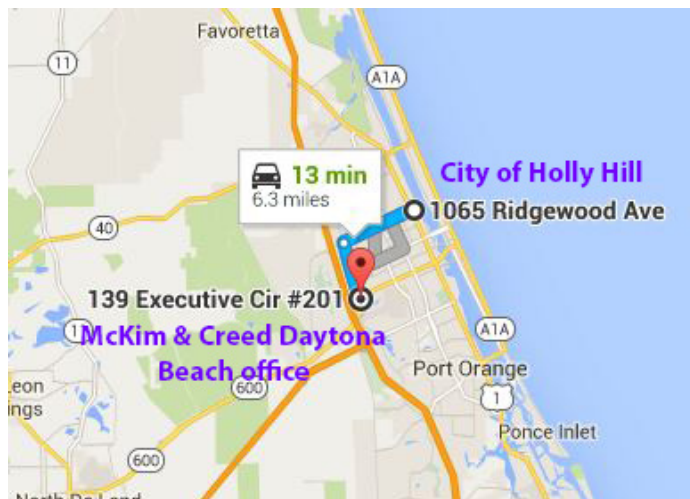
McKim & Creed has been providing professional engineering, planning, and geomatics services for 37 years.

C. YEARS IN BUSINESS WITHIN DAYTONA BEACH

In 1994, McKim & Creed acquired Briley Wild & Associates, Inc. to establish their Daytona Beach office.

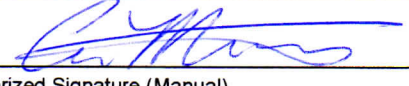
D. LOCATION OF OFFICE

As indicated in the map below, McKim & Creed's Daytona office is a mere six miles from city offices and located within Volusia County. Mr. Curtis Burkett, PE, LEED AP, regional manager and primary point of contact, is permanently assigned to the Daytona Beach office and is dedicated to this contract to the extent the city warrants.





RFQ-ENG-15-01
General Engineering Services Contract

SUBMIT QUALIFICATIONS TO: City of Holly Hill 1065 Ridgewood Avenue Holly Hill, FL 32117 Attn.: CITY CLERK	REQUEST FOR QUALIFICATIONS and Proposer Acknowledgment
Contact: Walt Smyser Deputy Public Works Director 386-248-9463 - Phone 386-248- 9499 - Fax wsmyser@hollyhillfl.org	RFQ-ENG-15-01 General Engineering Services Contract
Qualification Due Date: October 13, 2015 Qualification Due Time: 2:00 PM	Location of Public Opening: City of Holly Hill City Hall Workshop Conference Room 1065 Ridgewood Avenue Holly Hill, FL 32117
Proposer Name: <u>MetaWorld Civil Consulting, LLC</u>	Federal Employer ID Number or SS Number: <u>47-1772330</u>
Mailing Address: <u>444 Seabreeze Blvd.</u> <u>Suite 715</u>	If returning as a "No Submittal", state reason (if so, return only this page):
City, State, Zip: <u>Daytona Beach, FL 32118</u>	
Type of Entity: (Circle one) Corporation Partnership/Joint Venture Proprietorship <u>Limited Liability Company</u> Other: _____	X <u></u> Authorized Signature (Manual)
Incorporated in the State of: <u>Florida</u>	Typed Name: <u>Amir Malek</u>
Telephone Number: <u>(386) 944-9737</u>	Title: <u>Principal</u>
Toll Free Telephone Number: (800) _____	Date: _____
Fax Number: _____	

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION

The Applicant is expected to completely analyze the information contained in this Request for Qualifications as guidance for the preparation of the submittal. The Applicant's submittal shall be sufficiently specific, detailed, and complete to clearly and fully demonstrate the Applicant understands the proposed work requirements.

Attachment: MetaWorld (1211 : General Engineering Services Contracts)



MetaWorld Civil Consulting
The New Era of Engineering

SECTION# 1 - REQUIRED SUBMITTALS

Attachment: MetaWorld (1211 : General Engineering Services Contracts)





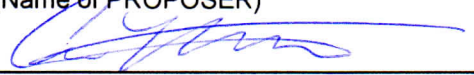
RFQ-ENG-15-01
General Engineering Services Contract

CONFLICT OF INTEREST STATEMENT

Before me, the undersigned authority, personally appeared Amir Malek, who was duly sworn, deposes, and states:

1. I am the Principal of MetaWorld Civil Consulting, LLC with a local office in Daytona Beach, FL and principal office in Daytona Beach, FL.
2. The above named entity is submitting an Expression of Interest for the City of Holly Hill project described as **RFQ-ENG-15-01: General Engineering Services Contract**
3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.
4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting Qualifications for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.
7. Neither the entity, nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of City of Holly Hill.
9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with City of Holly Hill.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify City of Holly Hill in writing.

DATED this 07 day of October, 2015.

MetaWorld Civil Consulting, LLC
 (Name of PROPOSER)

 (Signature of person signing FORM)

Amir Malek
 (Printed name of person signing FORM)

Principal
 (Title of person signing FORM)

Sworn to and subscribed before me
 This 7 day of Oct.
 2015

Signature of Notary (& Stamp)
 Notary Public, State of

Personally Known X or
 Produced Identification _____
 (type of identification)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



RFQ-ENG-15-01
General Engineering Services Contract

COMPLIANCE WITH THE PUBLIC RECORDS LAW

Upon award recommendation or thirty (30) days after closing, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Holly Hill.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to defend the City in the event we are forced to litigate the public records status of the company's documents.

DATED this 07 day of October, 20 15.

MetaWorld Civil Consulting, LLC

(Name of PROPOSER)

(Signature of person signing FORM)

Amir Malek

(Printed name of person signing FORM)

Principal

(Title of person signing FORM)

Sworn to and subscribed before me

This 7 day of Oct.
 20 15.

Signature of Notary (& Stamp)
 Notary Public, State of

Personally Known X or
 Produced Identification _____
 (type of identification)

Project Number: RFQ-ENG-15-01



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



RFQ-ENG-15-01
General Engineering Services Contract

PUBLIC ENTITY CRIME SWORN STATEMENT (FORM PUR 7068)
SWORN STATEMENT UNDER SECTION 287.133(3)(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to City of Holly Hill
 [print name of public entity]

by Amir Malek / Principal
 [print individual's name and title]

for MetaWorld Civil Consulting, LLC
 [print name of entity submitting sworn statement]

whose business address is:

444 Seabreeze Blvd., Suite 715

Daytona Beach, FL 32118

and (if applicable) its Federal Employer Identification Number (FEIN) is 47-1772330
 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime: or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.



RFQ-ENG-15-01
General Engineering Services Contract

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

 X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THE FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Date: 2015.10.07

Sworn to and subscribed before me this 07 day of October, 2015.

Personally known X

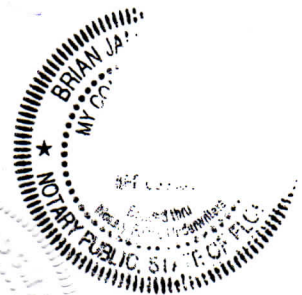
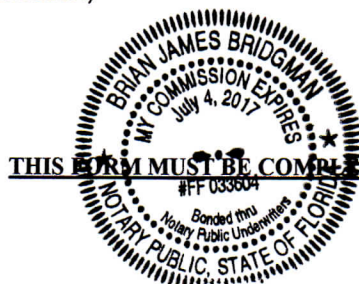
Or Produced identification _____

(Type of Identification)

Notary Public – State of Florida

My commission expires 7/4/17

(Printed, typed or stamped
 commission name of notary public)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



RFQ-ENG-15-01
General Engineering Services Contract

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida statute 287.087 hereby certifies that MetaWorld Civil Consulting, LLC does:

(Name of Business)

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 proposed 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 Qualification, the employee will propose 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.

DATED this 07 day of October, 2015.

MetaWorld Civil Consulting, LLC

(Name of PROPOSER)

(Signature of person signing FORM)

Amir Malek

(Printed name of person signing FORM)

Principal

(Title of person signing FORM)

Sworn to and subscribed before me

This _____ day of _____
 20____.

Signature of Notary (& Stamp)
 Notary Public, State of _____

Personally Known x or
 Produced Identification _____
 (type of identification)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Attachment: MetaWorld (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

Request for Taxpayer Identification Number and Certification
(W-9 Form)

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.																																													
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. MetaWorld Civil Consulting, LLC																																															
2 Business name/disregarded entity name, if different from above																																															
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☒ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶ _____ ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate																																															
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3). Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)																																															
5 Address (number, street, and apt. or suite no.) 444 Seabreeze Blvd., Suite 715		Requester's name and address (optional)																																													
6 City, state, and ZIP code Daytona Beach, FL 32118																																															
7 List account number(s) here (optional)																																															
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.																																															
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Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.																																															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Sign Here</td> <td style="width:60%;">Signature of U.S. person ▶ _____</td> <td style="width:25%;">Date ▶ _____</td> </tr> </table>			Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____																																										
Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____																																													
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/efile . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: • Form 1099-INT (interest earned or paid) • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1099 (home mortgage interest), 1099-E (student loan interest), 1099-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2. By signing the filed-out form, you: 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued); 2. Certify that you are not subject to backup withholding; or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income; and 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.																																															

Cat. No. 10231X

Form **W-9** (Rev. 12-2014)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Attachment: MetaWorld (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

AMERICANS WITH DISABILITIES ACT
AFFIDAVIT

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding CITY.

The CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the CITY be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Agreement for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the CITY, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

DATED this 07 day of October, 2015.

MetaWorld Civil Consulting, LLC

(Name of PROPOSER)

(Signature of person signing FORM)

Amir Malek

(Printed name of person signing FORM)

Principal

(Title of person signing FORM)

Sworn to and subscribed before me

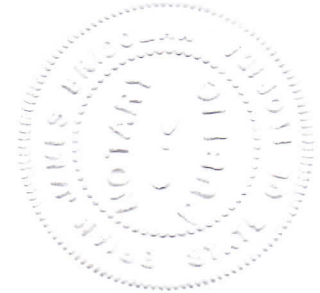
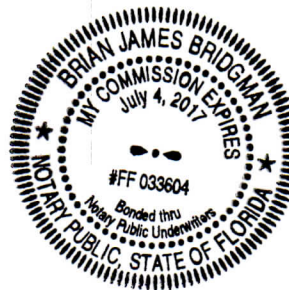
This _____ day of _____
 20____.

Signature of Notary (& Stamp)

Notary Public, State of _____

Personally Known _____ or

Produced Identification _____
 (type of identification)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Attachment: MetaWorld (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

INSURANCE CONFIRMATION

On behalf of our client, MetaWorld Civil Consulting, LLC,

and by acknowledging with signature below, we have read and understand the insurance requirements for this Solicitation and Agreement. We can and will provide a Certificate of Insurance (COI) that is compliant with the insurance requirements stated in this Solicitation and Agreement should our client be awarded the project.

Mark A. Baker
 Signature of Agent

Mark A. Baker, Agent
 Print Name & Title

Capital Partners Insurance
 Agency

298 S. Nova Rd, Ormond
 Address Beach FL 32174

RFQ-ENG-15-01, General
 Project # & Title Engineering Services
Contract

9/30/15
 Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



MetaWorld Civil Consulting
The New Era of Engineering

SECTION # 1 - REQUIRED SUBMITTALS LETTER OF TRANSMITTAL

Dear Mr. Smyser and Selection Committee Members:

MetaWorld Civil Consulting, LLC (MetaWorld) is pleased to submit our proposal and qualifications to serve the City of Holly Hill as your General Engineering Services Consultant. Our team has reviewed the scope of the City's RFQ and feel that we are the *best* team to provide the services required. We have individuals capable of and familiar with General Engineering Contracts; and we are eager to demonstrate that our team has the knowledge, experience, understanding and proper approach to successfully and efficiently deliver this project for Holly Hill.

The MetaWorld Team is prepared and has the capability to provide all of the services required for the General Engineering Services Contract. In addition to roadway, drainage and utility infrastructure engineering and design, we provide all coordination and permitting services to successfully execute projects and have a good working relationship with members of the St. John's River Water Management District and other governing bodies. Furthermore, our team is exceptionally experienced in the coordination of SCOP, LAP and JPA funded projects. The capabilities of our team are acknowledged by the FDOT, as we are pre-qualified to perform work on FDOT contracts. MetaWorld enjoys FDOT Qualifications in the following work types:

- Work Type 3.1: Minor Highway Design
- Work Type 7.1: Signing, Pavement Marking and Channelization
- Work Type 7.3: Signalization
- Work Type 13.5: Subarea/Corridor Planning
- Work Type 13.6: Land Planning

The MetaWorld Team is equipped with sub-consultants that allow us to get to work quickly with our entire team operating out of Volusia County. Additionally, our sub-consultant team has extensive experience working together in the same capacity, as nearly every member of the MetaWorld Team proposed for this contract is a part of the team that currently serves Flagler County, Florida as their Continuing Engineering Services provider.

The MetaWorld Team fully understands the scope of work of this contract, and are committed to perform the work required in a timely manner. We can meet all of the requirements of the RFQ and we attest that all sub-consultants included on our team have agreed to participate in this proposal and work together on this project. We are able and prepared to get to work right away, and are very pleased for the opportunity to share the MetaWorld Advantage with the City.

Amir H. Malek, P.E. is the person authorized to make all representations for the Proposer, MetaWorld Civil Consulting, LLC.

Sincerely,

Amir H. Malek, P.E. - Principal
MetaWorld Civil Consulting, LLC
444 Seabreeze Blvd., Suite 715
Daytona Beach, FL 32118
(386) 530-3850

Attachment: MetaWorld (1211 : General Engineering Services Contracts)



City of Holly Hill
General Engineering Services Contract
RFQ-ENG-15-01

Submittal Page 9
Section 1 Page 9



MetaWorld Civil Consulting
The New Era of Engineering

SECTION # 1 - REQUIRED SUBMITTALS SUMMARY OF LITIGATION

Dear Mr. Smyser and Selection Committee Members:

MetaWorld Civil Consulting, LLC is financially solvent and is current with all of its vendors/suppliers and/or any lines of credit it may have established. It is current with Federal and State taxing agencies with respect to income taxes, business taxes and unemployment taxes.

The firm has the ability to procure additional software, hardware or additional personnel if the need arises in order to meet critical deadlines or complete a project as specified in the contract documents.

Our Dunn & Bradstreet Number is 04-896-3903, which will show that there have been no reported incidents. If requested, *MetaWorld Civil Consulting* is prepared to supply a financial statement.

The firm, individual members of the firm, and its sub-consultants are free of any litigation relative to the services they have performed or failed to have performed over the last 5 years. The firm itself has ***no prior litigation.***

Sincerely,

MetaWorld Civil Consulting, LLC
Amir Malek,
Principal

Attachment: MetaWorld (1211 : General Engineering Services Contracts)





MetaWorld Civil Consulting
The New Era of Engineering

SECTION#2 - PROJECT APPROACH

Attachment: MetaWorld (1211 : General Engineering Services Contracts)





SECTION #2-PROJECT APPROACH

MetaWorld Civil Consulting
The New Era of Engineering

MetaWorld Civil Consulting understands the demands of General Engineering Services Contracts as well as any firm out there. A large portion of the work performed by our company comes from these types of Contracts. MetaWorld currently has two Continuing Services Contracts and their management team has been responsible for managing many others as employees of other firms. Additionally, the MetaWorld Team is equipped with sub-consultants who are also familiar with the nature of these contracts. As a matter of fact, our team currently serves as Flagler County's General Engineering Services Consultants, and all sub-consultants on that contract are proposed to be on our team for the Holly Hill General Engineering Services Contract. We encourage you to contact them regarding our performance.

We propose the same team members because we, as the MetaWorld Team, have proven to be exceptionally effective and efficient when working together. We believe that one of the most important aspects of effectively administering General Engineering Services Contracts is to have an approach that involves the right prime and sub-consultant combinations, that can work together in a manner that is most beneficial to the City. The MetaWorld Approach includes involving such a team.

Another aspect of our approach with respect to our team considers the expertise necessary to successfully execute work orders that may arise. We have assembled a team where we have members that are not only capable of conducting all items identified in the General Scope of Services for this contract, but *who are experts with proven track records* in their respective disciplines. The City can rest assured that our team has the capability to offer the *proper expertise for every work order*, and that they are getting the best quality deliverable, never something that is just good enough.

Furthermore, the MetaWorld Team is optimally located to serve Holly Hill quickly with all of their engineering related needs. **Our entire team is located within a 10 minute radius of Holly Hill.** This enables us to be responsive, but also makes us accountable. *We live with the results of our work, in our community.*

GENERAL CONTRACT APPROACH

General Engineering Contracts often require a team that is proficient in more than just technical design. Although the design of a project is a key aspect, and is often critical to cost-savings once a project has been scoped, the planning and scoping of a project is a very critical aspect as well. The MetaWorld Team fully understands this aspect of the public project development process, an often overlooked aspect by many Engineering firms performing work on public projects.

In this regard, the MetaWorld Approach involves being fully aware of the existing conditions, needs and desires of the City. This understanding allows for the most effective planning and ensures that we understand the impacts that any new project may have. This is particularly important when reviewing plans on the City's behalf. Additionally, having such awareness would allow us to act quickly, if certain types of funding becomes available, and we need to act quickly in order to become eligible for it.



The MetaWorld Team Office Locations

Attachment: MetaWorld (1211 : General Engineering Services Contracts)





SECTION #2-PROJECT APPROACH

MetaWorld Civil Consulting
The New Era of Engineering

On that note, our approach involves identifying the types of funding opportunities that exist for State and Federally funded public improvements. We continuously monitor the FDOT and the River to Sea TPO projects so that we can proactively recognize opportunities to take advantage of any Joint Participation Agreements that would enhance the public infrastructure of Holly Hill. Far too often, a municipality will miss the opportunity to expand an existing project, just because they were unaware or didn't ask; or because the project is not "shovel ready". The *MetaWorld Approach* is to make sure that the City is prepared to capitalize on any opportunity to receive grant funding for beneficial improvements.

SPECIFIC PLANNING APPROACH

Some planning tasks are more tailored to and revolve around a specific project, as opposed to the general macroscopic planning. They require the ability and understanding of how to plan more intricate aspects of large scale projects. Our team is exceptionally effective in this regard. Regardless of the type of planning necessary, the *MetaWorld Team* has the components necessary.

For Transportation and Corridor Planning, the *MetaWorld Approach* begins with identifying the proper data collection required, and gathering all pedestrian and vehicular counts necessary. Our approach also involves field verifying signal timings and generating a model that properly reflects the existing operational characteristics. Doing so creates a calibrated basis from which to build upon.

From there, our team will identify the future development plans on and surrounding the corridor under analysis. This is often by way of known plans for development and the intended future land use of the Comprehensive Plan. This information will be used to estimate travel demand, and the additional traffic expected will be distributed according to the data collected, future plans for infrastructure improvements, and area wide Transportation Demand Models. Using the proper modeling software, our team will then determine what needs to occur in order for the subject corridor to meet an acceptable level of service.

On projects described in the previous paragraphs, as well as on *site specific* planning projects, landscape/streetscape elements are often critical in gaining public support. The *MetaWorld Approach* involves conducting public charrettes and workshops which allow the public to be involved.

Finally, throughout the planning process, it is important to not key in on an intended solution. Proper planning involves feasibility checks and analysis of alternate concepts. The *MetaWorld Approach* involves documenting these checks on a period basis, thereby providing a map of how specific solutions or concepts are chosen.

TECHNICAL DESIGN APPROACH

As with all projects, a structured approach consisting of planning, communication, and performance is the key to successfully delivering and implementing a project. We understand that we will be an extension of the City staff, working together to achieve your goals. Our approach to delivering projects addresses the key factors in order to ensure that we are successful in achieving our goals.

MetaWorld understands that a substantial amount of time needs to be invested at the beginning of a project, collecting data and initiating required procedures. Each of our projects will begin with the development of a *Project Management Plan* which highlights the key aspects. As a part of our Project Management Plan, *MetaWorld* will meet with the City Project Manager at the beginning of each project to determine the time constraints and obstacles that are anticipated, and to prepare a scope that will meet the goals of the City.





SECTION #2-PROJECT APPROACH

MetaWorld Civil Consulting
The New Era of Engineering

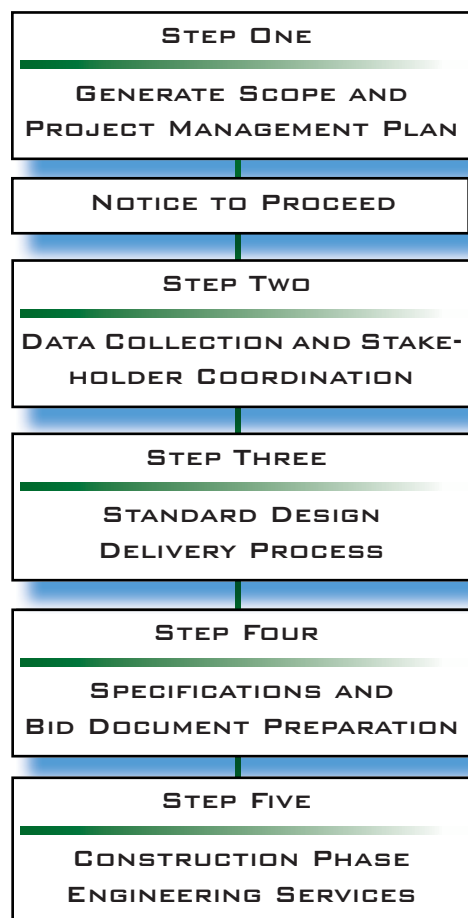
It is during the creation of the Project Management Plan that we will identify stakeholders and utilities in the area, as well as determine what the major challenges are. Anything that is critical to the success of the project is identified, analyzed and properly planned for.

- The goals and objectives of the proposed project
- The key scope items of work
- Scheduled milestones
- The structure of deliverables
- The communication plan for the project

Details of the *MetaWorld* Project Management Plan

With Project Management Plan in place, upon Notice to Proceed, *MetaWorld* will authorize its sub-consulting team to collect data as required to obtain the information necessary for addressing the key scope items by the scheduled dates. Additionally, we will schedule the process of data collection to ensure that all areas needing identification are studied and flagged before the surveyors begin locating features.

This stage will also include reaching out to any stakeholders and/or utility company that may be affected by the project. If any aspects of the scope will require special or non-typical review or permitting, the appropriate agency will be notified of the project and will have the objectives and their significance introduced to them, so that any foreseeable challenges are well-known and designed for.



MetaWorld Technical Design Approach

DESIGN DELIVERY APPROACH

Following the initial contacts and data collection, *MetaWorld* will continue with their *Standard Design Delivery Process*. Our process consists of a 30%, 60%, 90% and 100% phase approach including client review meetings at each phase. This process can be modified to meet the City needs and time constraints as requested.

During the creation of the 30% phase concept plan, we perform an initial general estimation regarding the anticipated construction costs. This estimate is shared with the City at the 30% Design Review meeting. This offers the ability to determine if long range estimates are reasonable and to adjust the scope or choose phasing points for the project, if necessary, to meet the amount of funding available.

At the conclusion of the 30% phase client review meeting, we schedule meetings with regulatory agencies to inform them of the overall concept and ensure that all permitting concerns are discussed and correctly implemented into the design. We have found that this approach results in quick issuance of permits by eliminating the requests for additional information which would occur after submitting formal plans later on in the design process.

Upon completion of the 60% phase review meeting, a utility coordination meeting will take place between *MetaWorld* and the Utility Agency Owners (UAO). At this meeting the UAOs will receive a copy of the plans, which they are to mark up and return





SECTION #2-PROJECT APPROACH

MetaWorld Civil Consulting
The New Era of Engineering

indicating where they currently have utilities and what they have planned in the future. Any conflicts will be addressed before the next phase submittal.

The 90% phase submittal will include any changes required as a result of utility coordination, or coordination with any other governing agency; and are intended to obtain City approval. The 100% phase submittal will include documentation of all permits required and Utility Work Schedules if necessary.

After the Standard Design Delivery Process has reached its conclusion, MetaWorld will provide the City with Construction Specifications and Bid Documents. We will then assist the City with Construction Phase Services as requested. We are prepared to assist from document distribution, through the pre-bid meeting and selection process, to pre-construction. Upon request we are able to approve shop drawings, prepare Stormwater Pollution Prevention Plans, submit NPDES Notice of Intent, attend progress meetings, review payment requests, etc. We will also be available for in-field inquiries including visual verifications and inspections and geotechnical lab testing.

QA\QC APPROACH

MetaWorld performs our QA\QC process prior to each phase submittal, and generally throughout the project. Our official QA\QC process is uniform for all projects, and such that the questions asked and changes made can be tracked. More importantly however, as a result of our company approach to engineering, our professionals are performing QA\QC at the time of each design decision.

The official process mimics that used by the FDOT, where plans are red-lined by an internal reviewer. The designer then reviews the red-lined plans and either makes proper changes or explains their decisions. All comments that were addressed are highlighted, while any comments that are contested or require explanation are noted using a blue writing utensil. After changes have been made to the plans, a new set of plans as well as the original set of red-lined plans are returned to the internal reviewer.

With a different colored highlighter, the reviewer slashes comments which have been verified as having been addressed. Any contested comments are highlighted if the internal reviewer agrees. If not, the internal reviewer and designer discuss the best solution.

Also as a part of the QA\QC process, *cost estimates are created at each phase*. This will help ensure that the design is meeting the construction budget, and will let us know if a design change needs to be made to meet it. Additionally, we compare the new estimate with that of the previous phase, as a form of cost control, and to determine if market rate for certain materials necessitate the review of the design concept. This also allows for submittal of grant applications through the project.

DOCUMENT REVIEW APPROACH

The MetaWorld Approach to providing report and plan review support to the City involves ensuring that said documents are of the level of quality that would result from the different approaches described above. Whether review required involves Planning or Design, we understand what should be included.

For review of Planning Reports, our approach is to ensure that said document will coincide with the best interests of Holly Hill. Our understanding described in the *General Contract* and *Specific Planning Approaches* will ensure a proper review. For support on Design Plans, our understanding described in the *Technical Design, Design Delivery and QA\QC Approaches* will ensure that the plans being reviewed meet the governing codes and can be constructed with minimal disturbance to the City. The MetaWorld Team is capable of performing any of the tasks described in the Scope of this Engineering Contract.





MetaWorld Civil Consulting
The New Era of Engineering

SECTION #3 - QUALIFICATIONS OF PROPOSED PERSONNEL

Attachment: MetaWorld (1211 : General Engineering Services Contracts)





SECTION #3 - QUALIFICATIONS OF PROPOSED PERSONNEL

MetaWorld Civil Consulting
The New Era of Engineering

MetaWorld Civil Consulting, LLC is a company consisting of highly skilled and qualified professionals who are dedicated to providing the highest quality deliverables and customer service. Each member of our team is a Florida registered Professional Engineer with experience performing the same roles on contracts similar to the General Engineering Services Contract. The following summaries are very brief descriptions of *MetaWorld's* key personnel and their capabilities. Full and comprehensive resumes can be furnished upon request.

Dennis R. Leap, P.E. - Sr. Engineer / QA/QC Officer *MetaWorld Civil Consulting*

*30 Years of Experience - 1 Year with MetaWorld Civil Consulting, LLC
B.S. in Civil Engineering - New Jersey Institute of Technology*

Dennis is our team's Senior Engineer and QA/QC Officer. Dennis is fully capable of all that is required of this role as he is the senior member of our team with 30 years of professional experience. He has served as a Regional Manager and Vice President for his previous employers and understands the responsibility of managing contracts and performing quality work. Dennis has been a key member of *MetaWorld* since August of 2014.

Dennis has been the lead engineer on countless projects ranging from minor private land development projects, to major sub-division projects, to public infrastructure projects. The projects he has been involved in have required capabilities in all areas of engineering such as roadway design, drainage design, site design and grading, sidewalk design, water and wastewater distribution system design, etc. Those projects have also required permitting with the St. John's River Water Management District (SJRWMD), the Army Corps. of Engineers (ACOE), the Florida Department of Environmental Protection (FDEP), the Fish and Wildlife Conservation Commission (FWC), the Florida Department of Health (FDOH), etc; and have required coordination with utility agencies and other stakeholders. His expertise is vast and comprehensive.

Dennis has been responsible for the engineering design and contract administration of many Local Agency Program (LAP), Joint Participation Agreement (JPA) and Small Community Outreach Program (SCOP) funded projects; which leaves him with a complete understanding of the requirements and administrative procedures of projects whose funding is channeled through the Florida Department of Transportation (FDOT).

As Sr. Engineer and QA/QC Officer, Dennis will oversee all aspects of the contract. He will ensure that all deliverables meet *MetaWorld* standards, and meet the goals and expectations of the City. He will also ensure that any document reviews undertaken guarantee the clear constructibility of project plans and their compliance with codes and regulations, as well as the best interests of the City of Holly Hill.

Project Experience

- **CR 2009 Widening & Resurfacing Project**
Flagler County
- **Robert's Rd. Widening & Extension Project**
Flagler County
- **Old King's Road Widening Project**
Flagler County
- **Belle Terre Multi-Use Path Project**
City of Palm Coast
- **Robert's Road Sidewalk Project**
Flagler County
- **Old King's Road Sidewalk Project**
Flagler County
- **Fairfield Inn (Sun Development)**
Palm Coast, FL
- **Eagle Lakes Sub-Division (Hometown Communities)**
Flagler County, FL
- **Hidden Lakes Sub-Division (Hometown Communities)**
Palm Coast, FL

Attachment: MetaWorld (1211 : General Engineering Services Contracts)





SECTION #3 - QUALIFICATIONS OF PROPOSED PERSONNEL

Amir H. Malek, P.E. - Project Manager / Engineer *MetaWorld Civil Consulting*

10 Years of Experience - 2.5 Years with *MetaWorld Civil Consulting, LLC*
B.S. in Civil Engineering - Utah State University
Member of Executive Council for the Volusia County Association for Responsible Development (VCARD)

Amir H. Malek, P.E. has over a decade of professional experience and has been involved with high profile infrastructure design project in the surrounding areas for the last six (6) years. He has proven to be proficient in all of the duties assigned to him, and has served as Project Manager and Project Engineer for virtually all of the projects that he has been involved in since moving to Florida. Amir has been a key member of *MetaWorld* since its creation in March of 2013.

During his career he has worked on both public and private land and infrastructure improvement projects, with capabilities ranging from civil site, drainage, roadway, and wet utility design. Amir has played a primary role in several high profile projects including two land development projects which won awards from the Austin Business Journal, the relocation and campus design of a major University, safety improvements to a local interstate to interstate interchange which has nearly eradicated accidents, the construction of a new intersection and traffic signal on an FDOT roadway near an airport which was commissioned by a private University, etc.

His range of projects have left him with technical knowledge in different environments and varying characteristics, which contribute to his versatility and ability to design across several related disciplines. The range of clients and projects give Amir exceptional insight on the needs of all parties involved with improvement projects, and thus the ability to effectively communicate project specifics in a manner that his audience understands.

Amir will be our team's Project Manager / Engineer. His role will be to perform the majority of the engineering analysis associated with the contract. Additionally, Amir will be in charge of coordination with our sub-consultants, as well as coordination with permitting agencies and the utility companies.

Amir has received excellent scores and personalized commendation comments on FDOT Consultant Grades as a result of his effectiveness as an Engineer, Utility Coordinator and Project Manager (FDOT FM# 423256-1-52-01); a testament to his capabilities. His Engineering abilities and alacrity add to our team's capacity to provide quality consulting services to the City of Holly Hill.

Project Experience

- **CR 2009 Widening & Resurfacing Project**
Flagler County
- **I-4/I-95 Ramp Skid Hazard Safety Project**
FDOT - District 5
- **Aerospace Blvd. @ Clyde Morris Blvd. Intersection Project (ERAU)**
Daytona Beach, FL
- **John Anderson Dr. Road and Drainage Improvement**
City of Ormond Beach
- **Clyde Morris Blvd. Widening Project**
FDOT - District 5
- **John Young Pkwy. Widening Project**
FDOT - District 5
- **S.R. 15 Lighting Project Sanford, Florida**
FDOT - District 5
- **Pioneer Tr. Roadside Ditch Piping Project (Private)**
Volusia County, FL
- **Children's Workshop Building Addition (TCW, Inc.)**
Ormond Beach, FL
- **Gable at Park Plaza (Gables Residential)**
Austin, TX
- **Concordia University Relocation Project (Concordia University)**
Austin, TX

Attachment: MetaWorld (1211 : General Engineering Services Contracts)





SECTION #3 - QUALIFICATIONS OF PROPOSED PERSONNEL

The **MetaWorld Team** is equipped with sub-consultants that are highly skilled in their area of expertise. As mentioned previously, all of these sub-consultants have worked with **MetaWorld's** key personnel, and most of them are currently serving as sub-consultants on the **MetaWorld Team** for the Flagler County Continuing Engineering Services Contract.

In addition to the fact that we already have an excellent rapport as a team, we all have experience working with members of local governments, permitting agencies and planning groups; and have built an excellent rapport with them as a result. Furthermore, our sub-consultant team is optimally placed to act quickly on requests from the City of Holly Hill. The following summaries are very brief descriptions of the sub-consultant team's key personnel and their capabilities. Full and comprehensive resumes can be furnished upon request.

Beth G. Lemke, AICP - Long Range Planning / Grant Funding Support

Planning Solutions Corp.

28 Years of Experience - 13 Years with Planning Solutions Corp.

M.S. in Business Administration - ERAU / B.S. in Urban Studies and Planning - VCU

Beth has been involved in some of the most high profile planning and grant funding efforts in the Central Florida region for over two decades. Her expertise is second to none when it comes to scheduling projects for funding and carrying them through to construction. Her planning efforts don't result in a report filed on a shelf, they become funded construction projects and public improvements for the community to enjoy.

Beth is currently supporting the City of Holly Hill under a Continuing Service Planning Contract. Successful assignments under contract include management and administration of the City's Community Redevelopment Association (CRA) grant program and interacting with property owners, other Consultants, Contractors and the City. She was also responsible for having obtained 100% funding through two grant sources for the design and permitting of Sunrise Park.

Beth will play a major role on the **MetaWorld Team** as many of projects that may arise will likely be as a result of her planning and grant funding efforts. She has been providing planning services to Holly Hill for the past 2 years, creating a seamless transition to this contract. Her knowledge of the local area in both a micro- and macroscopic perspective will be crucial to the team's ability to properly provide the highest quality of consulting services to the City.

S. Brett Kuzoian, RLA - Landscape Architecture / Site Planning Support

Castle Bay Design + Studio

8 Years of Experience - 1 Years with Castle Bay Design + Studio

B.S. in Environmental Horticulture - University of Florida

Brett has nearly 10 years of professional experience and has been responsible for some of the most aesthetically pleasing public venues in the region. His hands-on approach to landscape architecture has earned much recognition, as he has been responsible for awarding winning projects such as the Daytona Beach Shores Park, and Ormond Beach's transformational Andy Romano Beachfront Park.

Brett brings the **MetaWorld Team** additional expertise in the planning of parks and other recreational facilities and is qualified to oversee planting during construction and perform horticultural inspections.





SECTION #3 - QUALIFICATIONS OF PROPOSED PERSONNEL

Jad S. Kazma, P.E. - Structural Engineering Support

Convex Engineering

14 Years of Experience - 6 Years with Convex Engineering

M.S. in Structures & Geotechnical Engineering - UCF / B.S. in Civil Engineering - UF

Jad has been providing structural engineering and inspection services in Central Florida since the beginning of his professional career. His services have been primarily focused around highway structures, drainage structures, retaining walls and deep and shallow foundations. Jad's role on the *MetaWorld Team* will encompass structural design services, and he is capable of inspection services.

R. Sans Lassiter, P.E. - Traffic Engineering Support

Lassiter Transportation Group, Inc.

37 Years of Experience - 21 Years with Lassiter Transportation Group

M.S. in Traffic Engineering & B.S. in Electrical Engineering - University of Florida

Sans has over 37 years of professional experience as a transportation planner and traffic operations engineer. His traffic operations expertise includes thousands of traffic studies of various types including citywide traffic operational and safety studies, traffic signal system design and system-wide timing pattern preparations and development traffic impact studies.

Brian C. Pohl, P.E. - Geotechnical Support

Universal Engineering Sciences, Inc.

18 Years of Experience - 12 Years with Universal Engineering Sciences

B.S. in Civil Engineering - University of Central Florida

Brian will be responsible for all geotechnical investigations required of the project. In addition to the typical borings that are required on a widening project, his team will also be responsible for the soil borings and corrosion series testing at culvert extensions. Additionally, he will be responsible for determining the water table elevation and permeability rates at stormwater treatment sites.

Shannon R. Julien - Environmental Survey and Permit Support

Environmental Services, Inc.

23 Years of Experience - 7 Years with Environmental Services, Inc.

M.S. in Natural Resource Development - MSU / B.S. in Food & Resource Economics - UF

Shannon will be responsible for any wetlands surveys required of the project, as well as endangered species assessments. In addition to performing all environmental surveys and investigations, she will be providing the *MetaWorld Team* permitting support on environmental issues.

Rob Duranczyk, P.S.M.- Land Surveying and Mapping

ATS Land Surveying and Mapping, LLC

19 Years of Experience - 4 Years with ATS Land Surveying and Mapping, LLC

B.S. in Surveying - Michigan Technology University

Rob will be responsible for design and control surveying needs of the contract. Rob has strong ties to Civil Engineering and several peripheral fields including planning, architecture and environmental science, which enables him to use a Surveyor's perspective to provide survey solutions specific for each project in a cost effective manner. Rob specializes in supporting engineering design projects for utility, infrastructure and storm water management purposes.





SECTION#3-QUALIFICATIONS OF PROPOSED PERSONNEL

MetaWorld Civil Consulting
The New Era of Engineering

PRIME CONSULTANT METAWORLD CIVIL CONSULTING, LLC

DENNIS R. LEAP, P.E.
SENIOR ENGINEER / QAQC

AMIR H. MALEK, P.E.
PROJECT MANAGER /
PROJECT ENGINEER

SUB-CONSULTANTS

 **Lassiter Transportation Group, Inc.**
Engineering and Planning

R. SANS LASSITER, P.E.

KADY DEARING, E.I.

CRYSTAL MERCEDES, PTP

COLLEEN NICOULIN, AICP

 **ENVIRONMENTAL
SERVICES, INC.**

SHANNON R. JULIEN



JAD S. KAZMA, P.E.

 **Planning
Solutions
Corp.**

BETH G. LEMKE, AICP



S. BRETT KUZIOAN, RLA

JONATHAN D. DANIES, RLA



BRIAN C. POHL, P.E.

MATT MCLEER, P.E.

JAKE COCHRAN, E.I.

ATS Land
Surveying, LLC

ROB DURANCZYK, PSM

JAY WOOLDRIDGE, PSM





MetaWorld Civil Consulting
The New Era of Engineering

SECTION#4 - SIMILARPROJECTEXPERIENCE

Attachment: MetaWorld (1211 : General Engineering Services Contracts)





SECTION #4-SIMILAR PROJECT EXPERIENCE

MetaWorld Civil Consulting
The New Era of Engineering

The *MetaWorld Team* has performed many projects similar to the types of projects that may arise and could be a part of this General Engineering Services Contract. The following list summarizes projects where *MetaWorld* and/or a key member of their staff has been responsible for, and that either highlight our *innovative/cost savings* techniques or are a part of similar contracts.



Lake Disston Rd. (CR 2009)

**COUNTY ROAD 2009
(LAKE DISSTON RD.) WIDENING
FLAGLER COUNTY, FL
CLIENT: FLAGLER COUNTY
CONTACT: AMY KENNEDY, PM
(386) 313-4047**

This is an ongoing project for the resurfacing and widening of roughly 2.4 miles of roadway in Flagler County, FL. This stretch of roadway extends from CR 305 south to Lake Disston. The existing roadway has lane widths of less than 10', does not have any shoulder treatment, and is sorely in need of maintenance and upgrade. The project team proposed for the Holly Hill Contract includes all sub-consultants that were a part of this project.

The roadway services residents as well recreational users of Lake Disston, and includes drainage swales and wetlands on both sides, connected by 4 separate sets of culverts. Two of the culverts are box culverts, while the other two are multiple barrel RCP culverts. The road is in poor condition and needs to be improved before deterioration reaches the point of requiring a complete reconstruction.

Many of the residents along Lake Disston Rd. have a long history with, and vested interest in Lake Disston. The lake is an Outstanding Florida Waterway, and many of the residents along this stretch of roadway were responsible for its designation as such. For that reason, this project was of great interest to them, and many meetings with the residents were necessary to receive input, investigate alternatives and convey the impacts of construction.

MetaWorld was responsible for assisting the County with the scoping of this project, as it is part of a Continuing Engineering Services Contract, as well as executing all design and permitting tasks required. We were involved in three meetings with the residents, as Flagler County's Engineering Consultants. The final meeting was a visit to the individual driveways of those most concerned, to "stake out" the improvements and discuss how they effected the residents; and included the involvement of an official from St. John's River Water Management District.

As a result of our extra efforts, the citizens were able to understand what we were doing and verify the impacts to Lake Disston would be minimal due to the design and technique used. There was a better understanding of the project all around, after this meeting. As Holly Hill's General Engineering Services Provider, the *MetaWorld Team* is dedicated to providing the same level of quality services to the City and the Citizen's of Holly Hill.

Attachment: MetaWorld (1211 : General Engineering Services Contracts)





SECTION#4-SIMILAR PROJECT EXPERIENCE

MetaWorld Civil Consulting
The New Era of Engineering

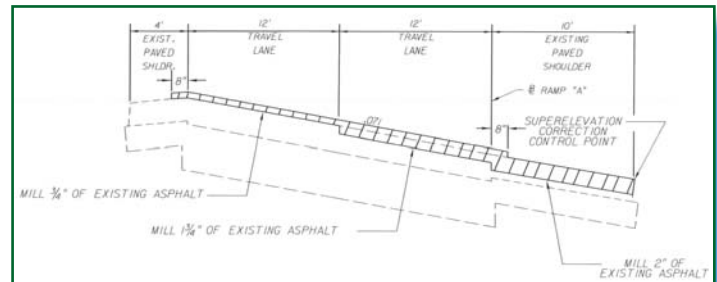
I-4 / I-95 RAMP SKID HAZARD SAFETY PROJECT - DAYTONA BEACH, FL

CLIENT: FDOT - D5, CONTACT: JENNIFER VREELAND, PM @ (386) 943-5732

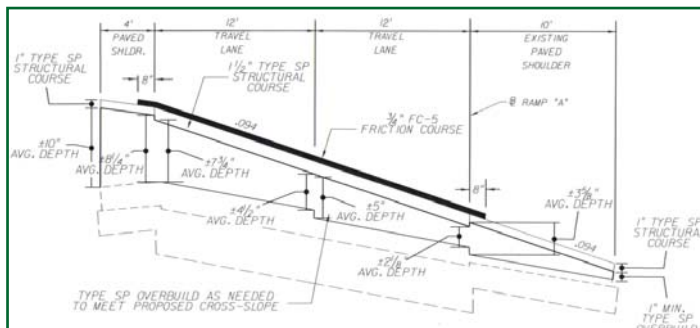
This project was a safety project for ramps of the I-4 / I-95 interchange that experiences high crash rates. The project improved upon safety by correcting superelevation deficiencies, installing guard rail, providing new warning signage and resurfacing with a granite friction course. The project also involved reconfiguring the existing pavement markings, as one lane was completely removed. This project entailed conducting a cost-to-benefit analysis to justify the use of guardrails, performing a highway capacity study to justify the reduction of one lane throughout the ramp, and generating a Maintenance of Traffic and Detour Plan. Additionally, this project required the design of a combination of several overhead guide signs (to match the new lane configurations) on the existing structure.

AmirH.Malek, P.E., served as the Consultant Project Manager/Engineer. This was a project that was undertaken as a part of a Continuing Services Contract, in which Amir assisted in scoping the project out and was responsible for significantly improving upon the original FDOT scope. He was able to expand the scope and remain on schedule, which is evident in the Consultant Management and Performance Grades given on the project. He received particularly high grades in Providing Necessary Project Information in a Timely Manner, Effectively Resolving Issues, Successfully Meeting the Scope and Objectives of the Project, Scope Compliance, Utility Coordination and TCP/MOT Plans. The official grades also have written comments commending Amir for his management and commitment to the project, as well as his attention to detail. Grades on FDOT Project 423256-1 are publicly available.

One particularly unique aspect of this project was that the construction time was extensive due to the number and nature of changes that were needed while keeping the roadway open. AmirH.Malek, P.E., proposed an alternative method of construction which involved detouring traffic and closing the ramps during construction (which was only allowed overnight). Although the method was initially denied by the FDOT, upon presentation it was determined that the cost savings severely outweighed the benefits of maintaining traffic throughout construction. The persistence to permit this construction method not only saved the public money, but it allowed a crucial safety improvement to be constructed in weeks rather than months.



I-4 / I-95 Project Milling Detail



I-4 / I-95 Project Resurfacing Detail

need for an existing lane that served no purpose, was atypical, and contributed to accidents. The lane was eventually striped out, which saved a lot of material costs. The ability to prove the effectiveness of his techniques saved the public a lot of money, and proved to be exceptionally beneficial during construction.

Amir also proposed a milling detail that had milling at variable depths. This was heavily reviewed and became evident that the technique allowed the contractors to resurface and overbuild to meet required depth, using lifts that met min. and max. lift depths and still left the ramps traversable during non-work periods. This reduced the necessity for temporary travel ways and the associated costs.

In addition, even another step was included that significantly saved costs. Amir questioned the





SECTION#4-SIMILAR PROJECT EXPERIENCE

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SPRUCE CREEK POA PLANS REVIEW - PORT ORANGE, FL

CLIENT: SPRUCE CREEK POA, CONTACT: ROSELLE JOHNSON @ (386) 760-5884

MetaWorld currently enjoys a contract with the Spruce Creek Fly-Inn Property Owners' Association (POA) in which we review plan submittals for new construction within the POA boundaries. The purpose of our reviews is to ensure that the proposed improvement project and associated construction meets the codes and regulations of Volusia County, meets the overall Masterplan of the Sub-Division, and will not cause excessive inconvenience during construction. We review to ensure the proposed improvements will fall in line with the Master Drainage Plan and do not cause stormwater run-off onto adjacent properties. Generally, we ensure that construction projects will be in the best interest of the POA.

This contract highlights the MetaWorld Team's experience in the plans review process, which is something that may be required of a General Engineering Services Contract. It shows that we understand what is involved in reviewing plans and that we know where the line is between design and plan review. The plan review process is one that affects the amount and quality of construction projects in an area. It is imperative that the process be efficient, as long wait times and unnecessary comments severely impact project costs and could significantly impact a developer's desire to propose improvements in an area.

BELLE-TERRE MULTI-USE PATH - PALM COAST, FL

CLIENT: CITY OF PALM COAST, CONTACT: CARL COTE, PM @ (386) 986-3748



Bridged Section of the Belle-Terre Multi-Use Path

This project was for the construction of a 2.5 mile multi-use path in Palm Coast from Pine Grove Dr. to just north of Pine Lakes Pkwy. It also included the construction of a 900' segment of multi-use path which connected the main trail to a City park. The route chosen for the multi-use path required the incorporation of a 45 foot bridge section, as well as a 1,000' segment of the path that was an elevated boardwalk to avoid wetlands impacts and to maintain existing drainage patterns.

One of the more unique factors involved with this project was the unknown status of available funds for construction. The result was that the plans had to be created in such a way that the whole project could be broken up into smaller segments, or bid as one entire project. This made projects "shovel-ready", thus eligible for Federal funds. In addition, the plans were created with multiple options and alternate bid scenarios which included piping areas of swales, segments of boardwalk construction to avoid drainage impacts or excessive cut and fill, and the use of pre-fabricated bridges in lieu of built-in-place structures. This meant that the construction plans, specifications and bid documents were prepared for each alternate bid scenario.

Dennis R. Leap, P.E., was responsible for the engineering design as well as the overall project management of the project, including utility coordination. Ultimately, the segmenting of the construction documents allowed the City to be flexible in the implementation of the plans while maintaining eligibility for Federal funding. The project was fully constructed in December 2011.

This project is another example that highlights the ability that the MetaWorld Team has to generate innovative / cost saving ideas that greatly benefit our clients.





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SECTION # 5 - INNOVATIVE/COST SAVING SOLUTIONS

Attachment: MetaWorld (1211 : General Engineering Services Contracts)



SECTION #5-INNOVATIVE/COST SAVING IDEAS



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MetaWorld Civil Consultin
The New Era of Engineering

MetaWorld is no stranger to proposing *innovative/cost saving solutions* along with our projects. We take a great deal of pride in being able to provide solutions that save our clients money and maintenance efforts. We are leaders in engineering sustainable solutions.

We have utilized a number of methods in the past that have been very beneficial to our clients in previous projects, even going as far as designing sites to capitalize on passive solar energy, designing ponds in a manner which preserves trees and results in shade - thereby reducing energy costs and additional landscaping fees, rainwater capture/re-use, etc. These techniques may or may not be applicable for the City's purposes, but the goal is to convey that finding *innovative/cost saving solutions* is a core objective of every project we undertake, and is woven into the fabric of the way we perform our engineering and design. Again, we take great pride in being able to provide our clients with these types of solutions.

With regards to this General Engineering Services Contract, the *MetaWorld Team* has several techniques that would be utilized to reduce the costs incurred by the City. Many of them revolve around *grant funding*.

One way to capitalize on grant funding is by **knowing what makes a project eligible for certain grants**. For instance, a streetscape project may be scoped so that there is a 10' sidewalk, or perhaps a 6' sidewalk on each side of the street. If there were a way to expand or consolidate and create a 12' sidewalk instead, that would make a project eligible for additional funding sources where it wouldn't otherwise have been. This knowledge and way of thought is one way in which the *MetaWorld Team* can provide cost savings to the City.

Another way to utilize grant funding is to **be aware of agency grant roll-out processes**, so that projects can be scoped and prioritized or scheduled to coincide with funding opportunities. This applies to grants that fund the design process as well as those that fund construction; but the best way to take advantage is to ensure that projects are shovel-ready when construction funds are anticipated to be available.

In the past, we have also capitalized on funding opportunities by **breaking larger projects out into smaller ones**, thereby making them more fully fundable. This involves creating several contract sets and bid documents for a project that could be considered as one. This technique also allows for intermediate stand-alone improvements if funding is staggered, rather than getting a project partially completed and out of resources. We have a track record of providing these types innovative solutions.

The *MetaWorld Team's* capabilities to provide *innovative/cost saving solutions* does not fully revolve around grant funding. Another way we save costs involves our knowledge of construction efforts required to execute design plans. In many projects, **reviewing alternate construction methods** can create significant savings of time and money. The I-4 / I-95 Project described in Section 4 of this proposal is an excellent example of this, as *Amir H. Malek's* ability to convince the FDOT to allow closure of two interstate to interstate ramps, even after being told "no", saved a significant amount of funds; and allowed the contractors to work in a less life-threatening environment.

That project is also a great example of how the *MetaWorld Team* can provide material cost savings by **proposing innovative design methods**. The milling & resurfacing design previously described in Section 4 allowed the contractors to perform the resurfacing and superelevation correction in lifts that met minimum and maximum depths, while allowing "typical" vehicular traffic without additional warning signage, between work periods. This resulted in less waste than would have been required to create temporary travel-ways. Additionally, the lane reduction was a significant factor in costs savings on the project. The *MetaWorld Team* knows how to implement *innovative/cost saving solutions*.

Attachment: MetaWorld (1211 : General Engineering Services Contracts)





MetaWorld Civil Consulting
The New Era of Engineering

SECTION # 6 - LOCATION OF FIRM

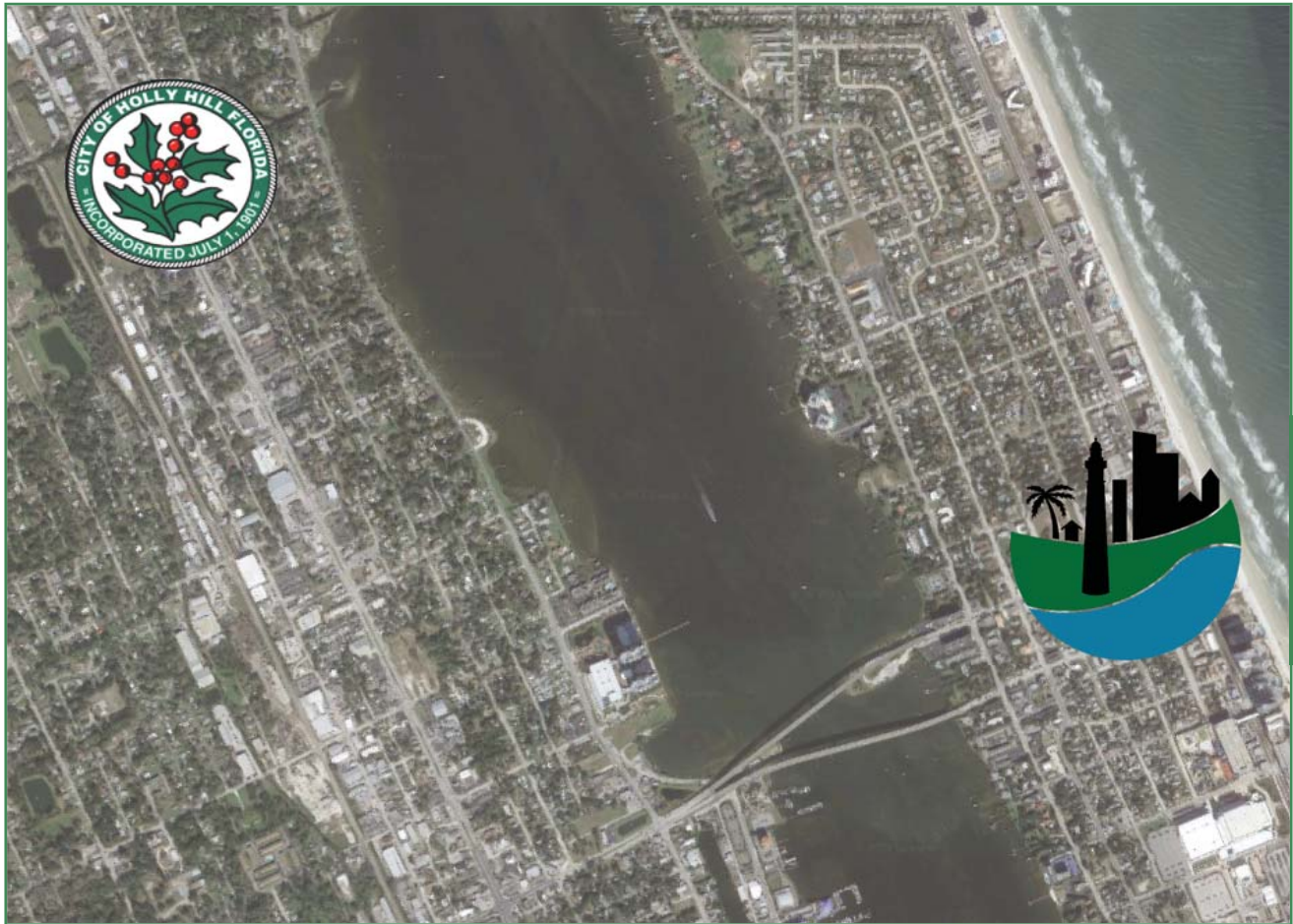
Attachment: MetaWorld (1211 : General Engineering Services Contracts)





SECTION # 6-LOCATION OF FIRM

MetaWorld Civil Consulting
The New Era of Engineering



Our Offices are Under 3 Miles Away from the City Offices:

*MetaWorld Civil Consulting, LLC
444 Seabreeze Blvd., Suite 715
Daytona Beach, Volusia County, FL 32118
(386) 530-3850
www.metaworldcivil.com*

Attachment: MetaWorld (1211 : General Engineering Services Contracts)





RFQ-ENG-15-01
General Engineering Services Contract

SUBMIT QUALIFICATIONS TO: City of Holly Hill 1065 Ridgewood Avenue Holly Hill, FL 32117 Attn.: CITY CLERK	REQUEST FOR QUALIFICATIONS and Proposer Acknowledgment
Contact: Walt Smyser Deputy Public Works Director 386-248-9463 - Phone 386-248- 9499 - Fax wsmyser@hollyhillfl.org	RFQ-ENG-15-01 General Engineering Services Contract
Qualification Due Date: October 13, 2015 Qualification Due Time: 2:00 PM	Location of Public Opening: City of Holly Hill City Hall Workshop Conference Room 1065 Ridgewood Avenue Holly Hill, FL 32117
Proposer Name: Quentin L. Hampton Associates, Inc.	Federal Employer ID Number or SS Number: 59-1221261
Mailing Address: PO Drawer 290247	If returning as a "No Submittal", state reason (if so, return only this page): 
City, State, Zip: Port Orange, FL 32129	
Type of Entity: (Circle one) ☒ Corporation Partnership/Joint Venture ☐ Proprietorship Limited Liability Company Other: _____	X _____ Authorized Signature (Manual)
Incorporated in the State of: Florida	Typed Name: Brad T. Blais, P.E.
Telephone Number: (386) 761-6810	Title: President
Toll Free Telephone Number: (800)	Date: October 12, 2015
Fax Number: (386) 761-3977	

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION

The Applicant is expected to completely analyze the information contained in this Request for Qualifications as guidance for the preparation of the submittal. The Applicant's submittal shall be sufficiently specific, detailed, and complete to clearly and fully demonstrate the Applicant understands the proposed work requirements.

Principals: *Brad T. Blais, P.E., President*
 David A. King, P.E., Vice President/Treasurer
 Andrew M. Giannini, P.E., Secretary

Division of Corporations:
Document Number: 321663
Date Filed: 10/03/1967

Attachment: QLH (1211 : General Engineering Services Contracts)

SECTION 1

REQUIRED SUBMITTALS

October 12, 2015

Walt Smyser
Deputy Public Works Director
City of Holly Hill
1065 Ridgewood Avenue
Holly Hill, FL 32117

**REQUEST FOR QUALIFICATIONS FOR
GENERAL ENGINEERING SERVICES CONTRACT
RFQ-ENG-15-01**

Dear Mr. Smyser:

We are pleased to present our firm's qualifications for General Engineering Services. Enclosed are the required one (1) original, four (4) copies and one (1) CD containing a PDF of our submittal. The RFQ response has been formatted per the requirements set forth in the RFQ Instructions.

Quentin L. Hampton Associates, Inc. (QLH) was formed in Volusia County during 1964 and incorporated in 1967. For the past 51 years, the firm has focused on providing professional engineering and construction services to municipalities throughout Central Florida.

It has been our pleasure to provide engineering and construction services to Holly Hill since 1995 and we appreciate the opportunity to continue in this capacity. QLH has been integrally involved in the design and construction of most capital projects undertaken by the City over the course of the past 20 years. All have been successful and completed within the City's budget and time frames. We are proud of the projects we have helped the City construct and look forward to continue serve the City.

We have reviewed the scope of services and assembled a design team to supplement our firm's in-house expertise. The project team consists of local design professionals who have worked together for many years on multiple projects in Holly Hill as well as throughout Volusia County and beyond. The enclosed RFQ response details relevant project specific experience for all areas identified in the City's scope and addresses all aspects relative to: required submittals, approach to project/understanding, similar project experience, innovative/cost savings ideas and location.

QLH remains committed to serving the City's best interests and the design team assembled for this RFQ is experienced, qualified and available to provide all of Holly Hill's engineering needs. Our rates are competitive and service offerings comprehensive. I will be the primary contact person for this RFQ and David A. King, P.E. will be the alternate. All questions relative to this RFQ response may be directed to me at (386) 761-6810 or via email at bblais@qlha.com.

Very truly yours,
QUENTIN L. HAMPTON ASSOCIATES, INC.

Brad T. Blais, P.E.
President

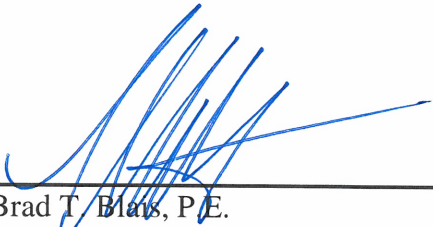
BTB:el
Enclosures

Summary of Litigation/License Sanctions

Quentin L. Hampton Associates, Inc.

- The firm has no prior litigation, claims, or contract disputes within the past five (5) years.
- There are no projects which QLH has failed to complete over the past five (5) years.
- The firm has no regulatory or license agency sanctions within the past five (5) years.

I hereby certify that to my knowledge, the statements above are true and accurate.



Brad T. Blas, P.E.
President

Attest

Attachment: QLH (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

CONFLICT OF INTEREST STATEMENT

Before me, the undersigned authority, personally appeared Brad T. Blais, P.E., who was duly sworn, deposes, and states:

1. I am the President of Quentin L. Hampton Associates, Inc. with a local office in N/A and principal office in Port Orange, FL.
2. The above named entity is submitting an Expression of Interest for the City of Holly Hill project described as **RFQ-ENG-15-01: General Engineering Services Contract**
3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.
4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting Qualifications for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.
7. Neither the entity, nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of City of Holly Hill.
9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with City of Holly Hill.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify City of Holly Hill in writing.

DATED this 12th day of October, 2015.

Quentin L. Hampton Associates, Inc.

(Name of PROPOSER)

[Signature]
 (Signature of person signing FORM)

Brad T. Blais, P.E.

(Printed name of person signing FORM)

President

(Title of person signing FORM)

Sworn to and subscribed before me

This 12th day of October, 2015.

[Signature]
 Signature of Notary (& Stamp)

Notary Public, State of

Florida

Personally Known ☒ or

Produced Identification _____

(type of identification)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Attachment: QLH (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

COMPLIANCE WITH THE PUBLIC RECORDS LAW

Upon award recommendation or thirty (30) days after closing, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Holly Hill.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to defend the City in the event we are forced to litigate the public records status of the company's documents.

DATED this 12th day of October, 2015.

Quentin L. Hampton Associates, Inc.

(Name of PROPOSER)

(Signature of person signing FORM)

Brad T. Blais, P.E.

(Printed name of person signing FORM)

President

(Title of person signing FORM)

Project Number: **RFQ-ENG-15-01**

Sworn to and subscribed before me

This 12th day of October, 2015.

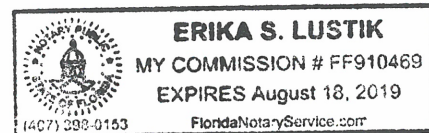
(Signature of Notary (& Stamp))

Notary Public, State of

Florida

Personally Known ☒ or

Produced Identification _____
 (type of identification)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



RFQ-ENG-15-01
General Engineering Services Contract

Request for Taxpayer Identification Number and Certification
(W-9 Form)

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification		Give Form to the requester. Do not send to the IRS.
	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Quentin L. Hampton Associates, Inc.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) PO Drawer 290247		Requester's name and address (optional)
	6 City, state, and ZIP code Port Orange, FL 32129		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.
Social security number [] [] [] - [] [] [] [] [] [] or Employer identification number [5] [9] - [1] [2] [2] [1] [2] [6] [1]
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.
Sign Here Signature of U.S. person ▶ <i>Maria Jura</i> Date ▶ <i>10-12-15</i>

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



RFQ-ENG-15-01
General Engineering Services Contract

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida statute 287.087 hereby certifies that **Quentin L. Hampton Associates, Inc.** does:
 (Name of Business)

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 proposed 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 Qualification, the employee will propose 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.

DATED this 12th day of October, 2015.

Quentin L. Hampton Associates, Inc.

(Name of PROPOSER)

(Signature of person signing FORM)

Brad T. Blais, P.E.

(Printed name of person signing FORM)

President

(Title of person signing FORM)

Sworn to and subscribed before me

This 12th day of October, 2015.

(Signature of Notary (& Stamp))

Notary Public, State of

Florida

Personally Known ☒ or

Produced Identification _____
 (type of identification)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



RFQ-ENG-15-01
General Engineering Services Contract

PUBLIC ENTITY CRIME SWORN STATEMENT (FORM PUR 7068)
SWORN STATEMENT UNDER SECTION 287.133(3)(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to City of Holly Hill
 [print name of public entity]

by Brad T. Blais, P.E., President
 [print individual's name and title]

for Quentin L. Hampton Associates, Inc.
 [print name of entity submitting sworn statement]

whose business address is:

4401 Eastport Parkway, Port Orange, FL 32129

and (if applicable) its Federal Employer Identification Number (FEIN) is 59-1221261
 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime: or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power



RFQ-ENG-15-01
General Engineering Services Contract

to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

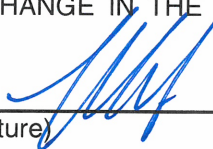
6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THE FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature) 

Date: October 12, 2015

Sworn to and subscribed before me this 12th day of October, 2015.

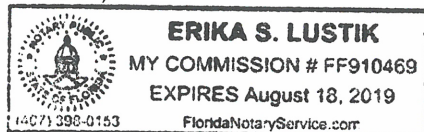
Personally known 

Or Produced identification _____

Notary Public – State of Florida

My commission expires _____

(Type of Identification)



Erika S. Lustik

Printed, typed or stamped
commission name of notary public)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Attachment: QLH (1211 : General Engineering Services Contracts)



**RFQ-ENG-15-01
General Engineering Services Contract**

**AMERICANS WITH DISABILITIES ACT
AFFIDAVIT**

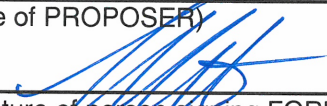
The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding CITY.

The CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the CITY be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Agreement for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the CITY, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

DATED this 12th day of October, 2015.

Quentin L. Hampton Associates, Inc.

(Name of PROPOSER)


(Signature of person signing FORM)

Brad T. Blais, P.E.

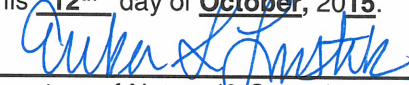
(Printed name of person signing FORM)

President

(Title of person signing FORM)

Sworn to and subscribed before me

This 12th day of October, 2015.


Signature of Notary (& Stamp)

Notary Public, State of

Florida

Personally Known ☒ or

Produced Identification _____
(type of identification)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



RFQ-ENG-15-01
General Engineering Services Contract

INSURANCE CONFIRMATION

On behalf of our client, Quentin L Hampton & Associates Inc,

and by acknowledging with signature below, we have read and understand the insurance requirements for this Solicitation and Agreement. We can and will provide a Certificate of Insurance (COI) that is compliant with the insurance requirements stated in this Solicitation and Agreement should our client be awarded the project.

Angela Thompson
 Signature of Agent

Angela Thompson, Commercial Lines Assistant
 Print Name & Title

Caton-Hosey insurance
 Agency

3731 Nova Rd., Port Orange, FL 32129
 Address

RFQ# ENG-15-01
 Project # & Title

9/29/2015
 Date

On behalf of our client, Quentin L. Hampton Associates, Inc.

and by acknowledging with signature below, we have read and understand the insurance requirements for this Solicitation and Agreement. We can and will provide a Certificate of Insurance (COI) that is compliant with the insurance requirements stated in this Solicitation and Agreement should our client be awarded the project.

Tom Kaye
 Signature of Agent

Thomas Kaye, Agent
 Print Name & Title

USI Insurance Services
 Agency

1715 N. Westshore Blvd, Suite 700
Tampa, FL 33607
 Address

RFQ# ENG-15-01
 Project # & Title

9-28-15
 Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Attachment: QLH (1211 : General Engineering Services Contracts)

SECTION 2

PROJECT APPROACH

Approach to Project/Understanding

Section 2

QLH has a proven track record to meet and exceed the expectations of the City of Holly Hill. QLH will apply our proven approaches to the various project aspects. Those approaches are further described below:

Project/Task Management Approach

The first and foremost priority will be to provide Holly Hill with the most responsive, effective, and professional engineering service to successfully complete all assignments, no matter how small or large. To ensure that the team is performing to the expectations of the City and that communication is efficient and accurate, Mr. Brad Blais, P.E. will be Principal-in-Charge (Client Manager) for Holly Hill. The City will not need to contact a network of staff or sub-consultants to determine the status of a project or request information. Each Project Budget, Schedule, and Task Authorization will be monitored by Brad. Project management duties will be performed by one of four (4) professional engineers (Brad Blais, David King, Andrew Giannini, or Kevin Lee) who will manage the project from inception to completion. The City will not be subject to “project manager musical chairs” like larger firms with considerable staff turnover. The QLH project managers have been with the firm between 9 and 27 years and are personally committed to the success of the firm.

Working Relationship Approach

Another priority will be to further develop productive working relationships with City staff. Our approach to and niche in municipal engineering is to truly work as an extension of City staff. Most firms are task (fee) driven with every phone call, meeting or other effort required to be “billed” to a project account. Our corporate structure and income approach allows us to focus on serving the City and not generating profit for our shareholders. This allows us to invest our time working hand-in-hand with the City to help address the “daily” issues which in turn, provides us the working knowledge of the City. The more we know about the City, the better the engineering solutions we can develop. QLH regularly assists our clients in budgeting, capital improvement planning and similar activities. We even attend department-head staff meetings for some clients due to our presence equivalent to a “staff member”.

Design and Permitting

QLH has designed and permitted thousands of projects during the history of our firm. We pride ourselves with the ability to design improvements that not only address the project goals, but also are constructible and address all of the various related issues such as conflicts with existing utilities/facilities, maintenance of traffic, continuation of service during construction, restoration, and quality of life for effected residents and business owners during construction. These items can not only affect the cost of the project, but also control the measure of success or failure of the project. Our extensive amount of municipal facility retrofit project experience provides us the knowledge of avoid the pitfalls related to these issues. Our considerable local knowledge allows us to better address maintenance of traffic, service continuation and quality of life issues. Our excellent working relationships with the local utilities department and local utilities allow us to address and avoid utility conflicts. We have regularly “engineered” partnership arrangements with the utility companies to allow them to address their facility needs in conjunction with our clients’ projects to allow both parties to benefit. In these economic

times the budgets and manpower of the utility companies are so severely reduced, these arrangements are sometimes the only option for addressing conflicts.

In terms of permitting, QLH are experts in permitting with the various agencies such as SJRWMD, ACOE, FDEP, FDOT, and EPA.

Funding Assistance

QLH has an unsurpassed amount of experience in project funding. We have assisted clients with civil and stormwater project funding via the following programs:

- FDOT Joint Project Agreement (JPA)
- FDOT Local Agency Program (LAP)
- FDEP 319h Grants
- SJRWMD Cost Share
- FEMA Hazard Mitigation Grant Program
- EPA STAG Funding
- FDEP State Revolving Fund (SRF) Loans
- Florida Rural Water Loans
- FDEP Impaired Water Funding
- DOE Energy Efficiency & Conservation Block Grant Program

QLH has a dedicated Grant Funding Specialist whose primary work duties are to assist clients in the acquisition and collection of grant funding. We provide complete services in this area including the critical reimbursement request duties which provides the City expedient reimbursements of expended funds. QLH also has a dedicated Grant Compliance Specialist who provides the various grant compliance duties which can be extensive for federally funding projects. Compliance duties can include:

- Davis-Bacon Payroll Review and Verification
- EEO/MBE/WBE Utilization Verification
- Buy American Material Verifications
- E-Verify Monitoring
- On-the-Job Training Monitoring

The following is a partial listing of total grant/loan amounts since 2010 that QLH has assisted our clients in obtaining:

Funding Type	Total Grant/Loan Amounts since 2010
FDEP-SRF	\$85,995,734
FDOT-LAP	\$10,296,897
FDOT-JPA	\$1,500,000
SJRWMD	\$9,613,679
FEMA-HMGP	\$2,097,333

Funding Type	Total Grant/Loan Amounts since 2010
FDEP-319h	\$2,648,216
FEMA-ARRA	\$1,141,000
FDEP Grants	\$2,250,000
FDEP-TMDL	\$1,009,300
CDBG	\$320,000
Department of Energy	\$196,738

Bidding Phase

QLH is extremely well versed in the public bidding process and regularly provides complete bidding phase assistance to our clients including distribution of plans/specifications, presiding over pre-bid conferences, addressing of bidders questions, issuance of addenda, bid review and analysis and bidder evaluations. Other firms may be versed in the typical private bidding processes or even in secondary roles in public bidding processes. QLH only serves public clients and therefore is aware of the various nuances of public bidding. QLH is experienced in the use of third part bidding tools such as DemandStar/Onvia and the pitfalls to avoid when using such. Due to our presence in East Central Florida over the past 51 years, we know and have worked with nearly all of the local contractors. QLH invites the City to contact local contractors and inquire about our past experiences with them.

Construction Phase Services

QLH believes the construction phase to be the second most important phase of a project (the operation phase being the first). The majority of the cost and potential problems arise during this phase. We pride ourselves in not only designing projects that can be effectively built, but also providing construction phase services that are second to none.

Our project managers/engineers play an active role in the construction contract administration and converse daily with the inspector to discuss the project progress. With the contractors' reduced manpower and expertise due to the state of the economy, QLH has realized that the engineer is required to play an increased role during construction if the project is to be a success. QLH realizes that there will always be "surprises" encountered during construction no matter how complete and accurate the design. Our many years of public contract administration experience provides us the ability to address these potentials in our specification, drawings, and administration techniques. There are many savvy contractors out there and the City should desire to have an engineer just as savvy.

Our construction contract administration and inspection services have provided for the majority of our past projects being finalized with deductive change orders. Many of our clients are very sensitive to additive change orders due to past experiences with inadequate designs, poor construction management and other issues. Engineers involved in regular occurrences such as these usually are not retained by their public clients. Our current client list and longevity with such clients is proof enough that QLH has had minimal to no issues in this area.

Program Management Services

QLH has been providing program management services to our long term clients long before program management became a “buzz word” and separate offering in the engineering industry. Depending on the depth and size of our client’s staff, QLH adjusts the level of program management effort. Many firms have decided to focus on program management as a new income stream. QLH instead generally includes such in our basic services as continuing engineering consultants. We believe program management is most productive to our clients through and in combination with our continuing services. This approach is very effective for clients with adequate staffing and ordinary capital improvement programs.

If needed due to inadequate staffing or intensive capital improvement programs, QLH can also provide more formal program management covering the entire spectrum of program management needs. These services could include management of costs, risks, schedules, public input/information, quality control and assurance, and other aspects. Value engineering, alternative analysis, benefit to cost analysis and consultant management can also be provided.

One program management area that QLH specializes in is utility coordination on both City projects and other agency projects such as FDOT and Volusia County. QLH has provide such for Holly Hill and other clients for past US1 and Nova Road projects with FDOT and LPGA Blvd and Williamson Blvd with Volusia County.

Feasibility Studies and Planning

QLH can provide feasibility and planning services directly or in conjunction with our transportation sub-consultant, Traffic Engineering Data Solutions, Inc. (TEDS). Both QLH and TEDS have prepared numerous such studies and reports. QLH provide services on two of the first three Complete Streets projects funded by FDOT in Brevard County.

Miscellaneous Support

QLH is very experienced in providing engineering support services for the miscellaneous work listed in the RFQ. QLH has assisted the City in renewals of FDEP operating permits with FDEP for both the City water treatment plant and wastewater treatment plant. QLH has also assisted in the renewals of the City’s CUP with SJRWMD. QLH was instrumental in the original conception and subsequent expansion of the City’s reclaimed water system.

QLH has provided both site plan review services and building department services including building official, plans examiner and building inspection services. QLH is able to provide property acquisition assistance through our sub-consultant, Velie Appraisal Services, along with threatened and endangered species, ecological and archeological surveys through other sub-consultants.

After the 2004 hurricanes, QLH provided debris collection monitoring for reimbursement to our clients by FEMA. QLH also completed a number of NCRS funded projects. QLH has assisted nearly every one of our clients with their asset management system with infrastructure inventory mapping and cost estimating. Provide coordination and analysis of the City’s Work Management System and assist with the integration of the City’s Asset Management System.

SECTION 3

QUALIFICATIONS OF PROPOSED PERSONNEL

Qualifications of Proposed Personnel

Section 3



Brad T. Blais, P.E.

**Principal-In-Charge/President,
Quentin L. Hampton Associates, Inc.**

Mr. Blais currently serves as President of Quentin L. Hampton Associates, Inc. (QLH). In addition to his management, client service and business development responsibilities, Mr. Blais serves as project manager for many of the firm's on-going projects. Recent projects include water and wastewater treatment facilities, sewage collection systems, water and reclaimed water distribution systems and municipal building projects.

Mr. Blais specializes in water treatment and wastewater process design. He is also responsible for preparation of utility master plans and regional water supply planning. In addition to serving as Engineer of Record (EOR) for project design, he also manages construction and provides contract administration services for these projects. He specializes in grant and loan acquisition. He has assisted clients in securing over \$10 million in grants and \$60 million in low interest loans since 2008.

Mr. Blais joined QLH as an intern in 1988. In his initial assignment with the firm, he served as project representative for construction of a 12 MGD Advanced Wastewater Treatment (AWT) facility in Port Orange. Since that time, his responsibilities have advanced up to his current position as President. Throughout his career, Mr. Blais has planned, designed and supervised construction of hundreds of water resource related and general civil projects. The projects cover a broad range of categories from small water distribution projects to multi-million dollar wastewater treatment facilities. He has authored utility master plans, rate studies, bond reports and regional water supply planning documents. He is actively involved with AWWA, WEF and FWRC and has authored technical publications and presented papers at the State and National conferences.



David A. King, P.E.

**Project Manager/Vice President,
Quentin L. Hampton Associates, Inc.**

Mr. King currently serves as Vice President of QLH. His duties include project management and engineering on various civil, water resources, stormwater and other projects. He serves as City Engineer for the cities of Flagler Beach, Edgewater, and Satellite Beach. Mr. King also oversees the Subsurface Utility Engineering (SUE) department at QLH. For many of our clients, Mr. King provides program management services for their capital improvements programs.

Mr. King specializes in water and wastewater conveyance systems including pump stations, storage, transmission, distribution and collection. Mr. King also specializes in general civil and stormwater design including retrofit stormwater, streetscape and other similar type projects.

Mr. King has been employed at QLH since 1999. Prior to joining QLH, Mr. King held the Engineering Division Manager/City Engineer position at the City of Cocoa where he was employed for 7 years. At the City, Mr. King was responsible for a multi-million dollar per year capital project improvement program. Many of the projects were designed in-house in which Mr. King was in responsible charge of. Other projects were contracted out to consultants who provided Mr. King the experience of being the "client". Mr. King worked very closely with the operations and maintenance staff to incorporate many cost/time saving and performance features into the various projects. Mr. King also was a key member of a design team which designed improvements to a 48 MGD preliminary treatment, storage and pumping potable water facility in which a patent was received.

Large Firm Ability, Small Firm Service



Andrew M. Giannini, P.E.

**Project Manager,
Quentin L. Hampton Associates, Inc.**

Mr. Giannini currently serves as Corporate Secretary of Quentin L. Hampton Associates, Inc. (QLH). His duties include project management and engineer on various stormwater, civil and utilities projects. He currently serves as City Engineer for the Town of Ponce Inlet. Mr. Giannini has authored numerous stormwater master plans for several cities in Volusia County and has participated in preparation of many utility master plans.

Mr. Giannini specializes in stormwater retrofit and civil design in existing urban or rural development. He is adept at hydrodynamic modeling of complex drainage systems. Mr. Giannini also specializes in water and wastewater distribution system design and construction of these systems.

Mr. Giannini joined QLH in 2001. In the years prior, Mr. Giannini performed similar duties with civil engineering firms in Volusia County and prior to that, Palm Beach County. He has a total of 23 years of engineering experience that includes numerous civil site plan design and permitting, stormwater retrofit design, water and wastewater conveyance systems, and several park projects for municipal clients.



Kevin A. Lee, P.E.

**Project Engineer,
Quentin L. Hampton Associates, Inc.**

Mr. Lee currently serves as a Project Engineer for QLH. His duties include project management and engineering on various water resources projects. His experience ranges from planning, evaluation studies, conceptual design, permitting, design, construction administration, and inspection of the projects. Mr. Lee has been the engineer of record or aided in the design of several upgrades at water and wastewater treatment plants.

Mr. Lee specializes in water and wastewater treatment systems. His advanced wastewater treatment and nutrient removal experience includes computer modeling of biological systems to optimize the rated capacity of treatment facilities and/or upgrade the treatment level. Many of these treatment processes include process monitoring and controls to optimize biological nutrient removal.

Mr. Lee joined QLH in 2006 upon completion of graduate school. He gained field experience as a resident project representative for one year during the expansion and upgrade of a 3.0 MGD Water Reclamation Facility. This field experience included most aspects of treatment plant design and construction: piping, mechanical equipment installation and replacement, construction of new and rehabilitation of existing structures and tankage, electrical and instrumentation.

Fred Ferrell, P.E.

Chief Engineer, Traffic Engineering Data Solutions, Inc.

Mr. Fred D. Ferrell, PE is the Chief Engineer for Traffic Engineering Data Solutions, Inc. (TEDS) and has over 25 years of engineering experience developing and providing cost-effective solutions to client transportation needs. His professional experience includes transportation engineering and management with the Florida Department of Transportation (FDOT) District 5 along with the private sector. His transportation engineering experience includes expertise in access management, traffic operational studies, traffic engineering design, special events coordination and intelligent transportation system development and operations. His management experience includes oversight and direction of the Operations Department at FDOT, including the offices of Traffic Operations, Construction, Maintenance, Materials and Research, Traffic Safety and Occupational Safety/Emergency Management.

Fred has personally completed and/or coordinated numerous projects with local, state and federal government agencies along with major private developments within The Central Florida Area. In 2007, Fred began working at TEDS and continues to provide professional traffic engineering and transportation planning services to local and state governmental agencies along with select private development companies.

Michael Myer, PSM

President/Owner, Myer Land Surveying, Inc.

Mr. Michael Myer, PSM is the President/Owner of Myer Land Surveying, Inc. since 1985. Mr. Myer became a Florida Professional Surveyor and Mapper in 1983. Mr. Myer is a member of the Florida Surveying and Mapping Society, Volusia County Chapter Florida Surveying and Mapping Society, and the University of Florida Chapter American Congress on Surveying and Mapping.

Gary Eichler, P.G.

Principal Hydrogeologist, Connect Consulting, Inc.

Mr. Eichler has over 36 years of experience as a professional geologist and hydrogeologic consultant responsible for the technical, financial and administrative management of complex water resources projects in Florida and throughout the United States, the Bahamas, and the Caribbean Basin. Mr. Eichler is also a Licensed/Certified Florida Contractor. He is a combat-wounded/disabled veteran of the Vietnam War where he served in the United States Marine Corps from 1967 to 1969 and was honorably discharged. Over the past 36 years, Mr. Eichler has developed over three billion gallons per day of drinking water well field capacity, completed numerous Consumptive/Water Use Permit applications including the development of supporting ground water models. He has managed and worked on numerous deep injection wells and has worked on many specialty projects such as Aquifer Storage and Recovery (ASR), conjunctive water use projects, ground water modeling efforts and projects with unique geologic/hydrogeologic site conditions.

Mr. Eichler is currently managing or recently completed numerous Consumptive/Water Use Permit Applications which include test well construction, aquifer performance testing, ground water modeling, impact analysis and hydrogeologic report preparation. Most of these permits have been for 20-year durations and have therefore included the conceptual planning for both conventional water source development such as shallow, Intermediate and Floridan aquifer well fields, but also unconventional source such as brackish water/reverse osmosis treatment, seawater/reverse osmosis (RO) treatment, conjunctive use of ground water and surface/storm water, water table aquifer/horizontal wells, potable and non-potable Aquifer Storage and Recovery (ASR), reclaimed water use, brackish/fresh water blending, and lens-water aquifer development, groundwater models, and has managed and worked on numerous deep injection wells for clients.

Jan Stern, ASLA

President/Owner, Stern Design Group, Inc.

Mr. Stern has an extremely wide range of working knowledge of Landscape Planning, Design, Construction and Irrigation. His work includes Landscape Planning & Design for various size Schools, Hotels, Airports, Planned Residential and Commercial Developments. Mr. Stern's continued education through seminars and scholastic courses provide the most current knowledge for xeric planting, planning uses and irrigation designs. In addition, his "hands-on" nursery experience allows for a planting aesthetics which is compatible with the surrounding environment.

The Stern Design Group, P.A. has been a Landscape Architectural Firm in Volusia County for the past twenty-one (21) years. Before forming his own firm, Mr. Stern lived in South Florida, where he had an additional five (5) years of training. In addition, Mr. Stern's managerial and "hands-on" plant nursery experience for more than seven (7) years and his additional horticultural scholastic courses have helped create the necessary background for many award winning projects.

Thomas Bechtol, P.E.

President/Principal Engineer, Bechtol Engineering and Testing, Inc.

Mr. Bechtol is owner and President of Bechtol Engineering & Testing, Inc., and is responsible for corporate management and project engineering. Mr. Bechtol has over 30 years of engineering experience; 21 years with Bechtol Engineering & Testing, Inc. Geotechnical Engineering experience includes subsurface exploration, foundation design, excavations, slope stability analyses, grout stabilization, settlement analysis and soils compaction as well as a comprehensive range of related field and laboratory testing service. In addition, Mr. Bechtol has practical knowledge and experience in the area of land surveying.

In the area of soils and materials testing, he has had responsibility for many aspects of soil and materials testing projects including project coordination, review of field and laboratory data, engineering evaluation and report preparation. Specific experience includes soils and concrete testing services for projects ranging from single family residences to multi-story condominiums. Mr. Bechtol has also been involved in several roadway related projects including work for the Florida Department of Transportation, County of Volusia and many other municipalities and private individuals throughout Central and Northeast Florida. In addition, he is experienced in many special testing services including LBR testing, load testing of piles and structural components, cement and chemical grout stabilization, vibration monitoring, R-meter testing and soil resistivity.

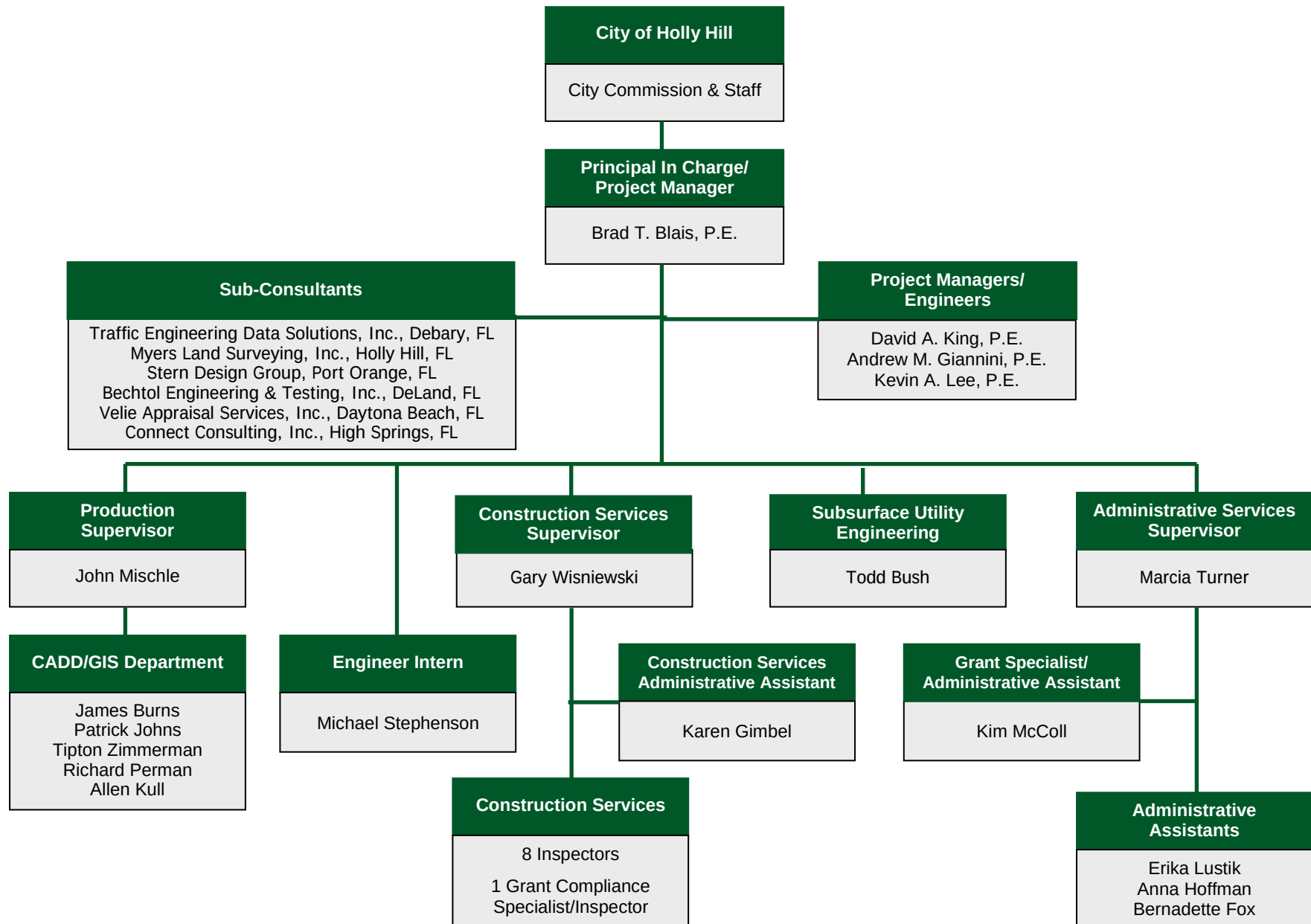
Carl Velie, SRA

President, Velie Appraisal Services, Inc.

Mr. Velie has been President of Velie Appraisal Services, Inc. since 1997. Mr. Velie is a State Certified General Real Estate appraiser as well as a Registered Real Estate Broker. He is a Senior Residential Appraiser with Appraisal Institute Designation since 1983. Mr. Velie appraises different types of properties such as: acreage, office buildings, single family residence, industrial buildings, subdivisions, multi-family developments, right-of-way takings, access/drainage easements, wetlands, power/utility easements, etc.

QLH Team Organizational Chart

Note: All (QLH) personnel listed above without location are located in QLH's Port Orange office.



SECTION 4

SIMILAR PROJECT EXPERIENCE

Similar Project Experience

Section 4

Stormwater Management

Palma Vista & S. Flagler Avenue Stormwater Improvements

City of Flagler Beach, Bob Smith, Public Works Director, (386) 517-2000

This 2015 project, with a construction cost of \$1,043,817, involved construction of various stormwater improvements including piping, structures, swales, trench drains and outfalls along with related work including water main relocation and restoration all funded with a FEMA Hazard Mitigation Grant. QLH provided design, permitting, bidding and grant assistance, along with construction contract administration and inspection.

Ken Bern Reclaimed Water Augmentation & Halifax Canal Reclaimed Water Augmentation

City of Port Orange, Kenny Ho, P.E., Utilities Engineer, (386) 506-5754

This 2011 project, with a construction cost of \$1.08 M, utilizes an existing wet detention pond that is hydraulically connected to the Halifax Canal. This offline pond allowed for the installed of a surface water intake screen and pumps to recover stormwater from the Halifax Canal. Recovered water is piped to a stormwater treatment train that was installed at the WWTP. The stormwater treatment consists of coagulation, flocculation and filtration to reduce TSS below 5 mg/L. QLH provided design, permitting, bidding and grant assistance, along with construction contract administration and inspection.

Stormwater Master Plan and CIP Update

City of Edgewater, Brenda Dewees, Public Works Director, (386) 424-2400

This 2013 project, with a cost of \$22,504, data collection, investigation of sites for projects and their present condition. An update of the master plan was created along a Capital Improvements Plan identifying all recommended projects and costs. QLH provided review of master plan and data collection, field review and verification of present conditions and Master Plan and CIP update.

Roadway Enhancement/Traffic Engineering

Oaklea and Lantern Bridge Replacement

City of South Daytona, Les Gillis, Public Works Director, (386) 322-3080

Oaklea Bridge was completed in 2012 for a construction cost of \$1,040,000. Lantern Park Bridge project is on-going with an estimated construction cost of \$1,024,415. Both bridges consisted of replacement of existing bridge crossing Reed Canal with a pre-engineered arch type structure. Interiors and exteriors were to be covered with decorative manufactured brick veneer finish. Bridge typical section included construction of 2 travel lanes, Type F curb and gutter adjoining both sides, 6 ft concrete sidewalks along both sides and barrier wall with a decorative powder coated, welded steel rail. These projects also included concrete flumes, replacement of concrete driveway, Type F curb and gutter, guardrail with connections to wingwall of bridge, pedestrian curb-cut ramps, and a concrete pad and pre-fabricated covered bus shelter, and the removal of the existing and construction of a new subdivision sign. QLH provided design, permitting, bidding assistance along with EOR services.

North Atlantic Avenue Streetscape

City of Cape Canaveral, Jeff Ratliff, Public Works Director, (321) 868-1240

This on-going project, with an estimated construction cost of \$2,186,266, involved the construction of an asphalt pedway, concrete sidewalks/driveways, stormwater swales and roadway improvements (including extensive paving), and the installation of reclaimed water lines, traffic signalization and landscaping on North Atlantic

Avenue from the northern City limits to SR A1A (distance of approximately 1.1 miles). QLH provided design, permitting, bidding assistance and construction phase services.

Landscaping Improvements - Ridgewood Avenue from Dunlawton Ave to North City Limits & Dunlawton Avenue from Spruce Creek Road to SR5 (US1)

City of Port Orange, Kenny Ho, P.E., Utilities Engineer, (386) 506-5754

These 2013 projects, with construction costs of \$589,350 and \$666,400, respectively, includes installation of landscaping and irrigation improvements. QLH provided design, permitting, bidding assistance, construction contract administration and inspection.

Summertrees (Homier) Road Area Improvements

City of Port Orange, Kenny Ho, P.E., Utilities Engineer, (386) 506-5754

This 2008 project, with a construction cost of \$1,923,550, involved the construction of approximately 2,300 linear feet of new two lane roadway and the realignment of approximately 800 linear feet of existing roadway. QLH provided design and CEI services as well as assisted the City in the right of way acquisition that involved six different private entities.

Wastewater

Water Reclamation Facility Process Conversion & Reclaimed ASR Wells

City of Cocoa Beach, Jack Shelton, Water Reclamation Director, (321) 868-3308

This 2014 plant upgrade, with a construction cost of \$15,928,596, included installation of new equipment for grit removal, secondary clarifiers, turbo blowers, fine screening of MLSS, biosolids thickening and digestion. The project affects and upgrades all phases of the Water Reclamation Facility and one off-site lift station. Virtually all mechanical and electrical equipment was replaced and a fiber optic network was installed for state of the art monitoring and control of all components and processes. In addition to the biological process improvements, a sludge centrifuge was added and a solar drying facility was erected to achieve Class AA biosolids. A reclaimed water ASR well was designed in addition to the process conversion and plant upgrades. QLH provided comprehensive planning, design, permitting, funding, bidding and CEI services for all phases of this project.

Lift Station Rehabilitation

City of Ormond Beach, John Noble, P.E., Deputy City Engineer (386) 676-3269

This 2010 project, with a construction cost of \$885,598, involved replacing structural, mechanical and electrical components in 6 existing sewage lift stations. QLH provided design, permitting, bidding assistance, construction contract administration and inspection,

Morningside Subdivision Sewer System

City of Flagler Beach, Bob Smith, Public Works Director, (386) 517-2000

This 2013 project, with a construction cost of \$933,500, involved Furnishing all labor, materials and equipment to furnish and install approximately 3,600 LF of gravity sewer, precast manholes, sewer services, one submersible pump station, 1,360 LF of 4" force main, valves, fittings, and associated restoration. QLH provided bidding assistance, construction contract administration and inspection.

Airport Road Force Main and Reclaimed Water Main

City of Ormond Beach, John Noble, P.E., Deputy City Engineer, (386) 676-3269

This 2013 project, with a construction cost of \$6,325,242, included 21,000 LF of 16" diameter force main as an extension of N. US1. It also included 20,000 LF of reclaimed water main piping ranging in size from 24" to 12" diameter. It includes crossings of the Tomoka River and I-95. The project includes a series of two (2) booster pumps and control valves to convey reuse to the western service area. QLH provided planning, design, permitting, bidding assistance, funding assistance and grant acquisition, and CEI services.

Water

Tomoka Woods Water Treatment Plant

City of DeLand, Keith Riger, P.E., Public Services Director, (386) 626-7197

This 2011 project, with a construction cost of \$2,863,833, included a new water supply and treatment facility that was designed to produce 2.9 MGD, annual average flow, of potable water. The system consists of four (4) 16" water supply wells, 1.3 MG ground storage tank with tray aerators, chemical feed equipment, high service pump station, and emergency power generator. QLH prepared all water supply studies, CUP permitting, siting studies, planning, permitting, funding, bidding and CEI services for this project.

Industrial Park Pump Station Improvements,

City of Cocoa, Ben Hayner, Engineering Division Manager, (321) 433-8725

This project is currently on-going, with an estimated construction cost of \$4,501,559, involves the demolition of existing steel storage tank and related facilities and construction of new 5 MG concrete storage tank, pump building, associated piping and parking areas. QLH provided design, permitting, bidding assistance, construction contract administration and inspection.

Space Coast Gardens/Melrose Manor Water Main Replacement

City of Cocoa, Ben Hayner, Engineering Division Manager, (321) 433-8725

This 2014 project, with a construction cost of \$762,558, included replacement of approximately 6,200 LF of deteriorated water mains. QLH provided design, permitting, bidding assistance, construction contract administration and inspection.

Attachment: QLH (1211 : General Engineering Services Contracts)

SECTION 5

INNOVATIVE/COST SAVING IDEAS

Innovative/Cost Savings Ideas

Section 5

QLH has utilized numerous innovative approaches on past projects. They have included:

- Multi use facility design
- Reuse/repurposing of existing facilities
- Utility relocation partnerships
- Site reclamation/reuse
- Low maintenance facility design
- Recycled building/construction products
- Public participative design
- Low impact development (LID) techniques
- Solar, low energy techniques

Most of these approaches result in cost savings for our clients. QLH firmly believes that each project should be engineered on its own basis and not simply use a “canned” design to fit the project. In developing the unique approach to each project, QLH recommends innovative and cost savings ideas that are prudent. It is not our goal to use our client’s projects to expand our resume of projects.

One regular cost savings technique that QLH always utilizes is cost control. QLH has proven to our long standing clients such as Holly Hill that our fees are reasonable and that we do not submit change orders for minor changes to the scope of work. Minor changes are easily “absorbed”. QLH prefers lump sum basis fee arrangements and commits to these lump sum amounts. QLH does not bill clients for miscellaneous items such as phone calls, travel, etc. Costs are also controlled by our low overhead structure. Likewise, we prepare construction documents and manage construction contracts in a manner that minimizes the client’s exposure to added costs.

SECTION 6

LOCATION OF FIRM

Location of Firm

Section 6

LOCATION:

QLH maintains one single office located in Port Orange which is approximately 9 miles away from the City of Holly Hill. All of our sub-consultants are located within Volusia County, except for our geologist, Connect Consulting, Inc., which is located in High Springs, FL.



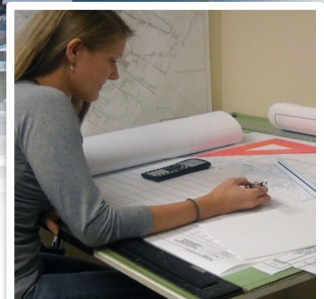
QUALIFICATION STATEMENT



RFQ-ENG-15-01

General Engineering
Services Contract

October 2015



Attachment: Wright-Pierce (1211 : General Engineering Services Contracts)

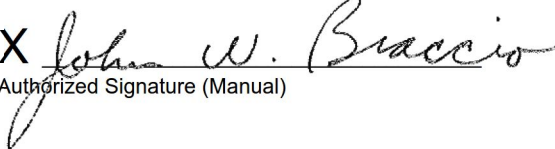
WRIGHT-PIERCE 
Engineering a Better Environment

Section 1
Required Submittals

Attachment: Wright-Pierce (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

SUBMIT QUALIFICATIONS TO: City of Holly Hill 1065 Ridgewood Avenue Holly Hill, FL 32117 Attn.: CITY CLERK	REQUEST FOR QUALIFICATIONS and Proposer Acknowledgment
Contact: Walt Smyser Deputy Public Works Director 386-248-9463 - Phone 386-248- 9499 - Fax wsmysers@hollyhillfl.org	RFQ-ENG-15-01 General Engineering Services Contract
Qualification Due Date: October 13, 2015 Qualification Due Time: 2:00 PM	Location of Public Opening: City of Holly Hill City Hall Workshop Conference Room 1065 Ridgewood Avenue Holly Hill, FL 32117
Proposer Name: Wright-Pierce	Federal Employer ID Number 01-0228316
Mailing Address: 520 North Phelps Ave	If returning as a "No Submittal", state reason (if so, return only this page):
City, State, Zip: Winter Park, FL 32789	
Type of Entity: (Circle one) ☒ Corporation Partnership/Joint Venture ☐ Proprietorship Limited Liability Company Other: _____	X  Authorized Signature (Manual)
Incorporated in the State of: Maine	Typed Name: John W. Braccio, PE
Telephone Number: 407-720-8950	Title: President & CEO
Toll Free Telephone Number: (800) 888-621-8156	Date: October 9, 2015
Fax Number: 860-343-9504	

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION

The Applicant is expected to completely analyze the information contained in this Request for Qualifications as guidance for the preparation of the submittal. The Applicant's submittal shall be sufficiently specific, detailed, and complete to clearly and fully demonstrate the Applicant understands the proposed work requirements.

Attachment: Wright-Pierce (1211 : General Engineering Services Contracts)



Water
Wastewater
Infrastructure

October 9, 2015

Attn: City Clerk, City of Holly Hill
1065 Ridgewood Ave, Holly Hill, FL 32117

Subject: Letter of Transmittal for RFQ-ENG-15-01 General Engineering Services Contract

Dear Selection Committee:

The City of Holly Hill is responsible for the operation and maintenance of an extensive municipal infrastructure system including roadways and storm drainage, wastewater collection, pumping and advanced treatment, and potable water supply, treatment and distribution. Similar to many other communities, Holly Hill's infrastructure is subject to ongoing need for repairs, upgrades and expansion to address aging infrastructure, growth, changes in environmental regulations, safety and building codes, and the need for more efficient operations, control, and energy and chemical use. Accordingly, the City of Holly Hill frequently requires on-call engineering services to assist with the evaluation, design and construction of a wide variety of municipal infrastructure projects.

Wright-Pierce is a full-service, civil and environmental engineering firm with a staff of over 215 engineers and support personnel, serving municipal clients for over 68 years. We have a wide range of engineering disciplines in-house, including wastewater, water, civil, structural, electrical, instrumentation, architectural and mechanical engineers and support staff, all with extensive municipal engineering experience. As a result, we have direct relevant experience in all aspects of municipal infrastructure, and are likely familiar with the issues facing the City of Holly Hill. We have 8 office locations including a new office in Winter Park to offer our experience and capabilities to Florida communities.

Our expertise, experience, and resources are only partially the reason we are well-suited to provide on-call professional engineering services to the City of Holly Hill. What really sets us apart is:

- ü our practical hands-on approach
- ü track record for developing reliable, cost-affordable and client-tailored solutions
- ü proactive approach to optimizing the involvement of our clients throughout the project
- ü commitment to achieving total client satisfaction

We are committed to perform any assignments in a timely manner, and are able to meet the requirements of the Request for Proposals, including Insurance Coverage. We are committed to client satisfaction and to client involvement. We take the word "service" very seriously. You will recognize it in the thoroughness of our work and in the quickness of our response to your requests.

Thank you for considering Wright-Pierce. We are available to meet with the selection committee as desired, and look forward to any opportunity to demonstrate the capabilities of Wright-Pierce and our new Florida office. If you have any questions, or if you need additional information, please feel free to call.

Sincerely,
WRIGHT-PIERCE

John W. Braccio, PE
President & CEO

john.braccio@wright-pierce.com

Steven C. Hallowell, PE
Senior Project Manager

steve.hallowell@wright-pierce.com

REQUIRED SUBMITTALS

SUMMARY OF LITIGATION/ LICENSE SANCTIONS

The construction industry can be a litigious environment, particularly when you are dealing with hundreds of millions of dollars per year in complex municipal infrastructure construction projects as Wright-Pierce does. To protect ourselves and our clients, Wright-Pierce carries professional liability insurance, in addition to adequate general liability, worker's compensation and other insurance. Our claims track record over the past 30 years has been exceptional. That said, Wright-Pierce is currently involved with one claim and recently settled another claim.



Wright-Pierce, along with two contractors and one other engineer, were notified by the City Rochester, New Hampshire, of a claim over a water tank that developed a leak in the steel floor plates. The tank was designed by others decades ago. In 2009 we coordinated the painting of the tank and the installation of a tank mixing system. In 2011, the tank developed a leak during some surge events in the water system, when others were making changes to the controls to the pumps that filled the tank. Our investigation of the tank failure revealed that the primary cause of the leak was an unrestrained 90 degree bend below the tank floor on the inlet piping system which moved under the surge conditions. Note the original design, which we had nothing to do with, called for a thrust block on this 90 degree bend, but it apparently never got built. In the final analysis, we believe it will be determined that the leak was unrelated to our work performed in 2009. We have provided forensic investigation work to the City at no cost. While we anticipate this case will be settled, settlement is apt to be delayed as the City pursues statute of limitation issues with the original designer and contractor. We continue to work for the City on other infrastructure projects.

Wright-Pierce settled a claim in 2014 brought against us by the Town of Wolfeboro. In 2012, Wright-Pierce was sued by the Town of Wolfeboro regarding the capacity of a treated wastewater rapid infiltration basin system we designed in 2007. The Town, Wright-Pierce, and other parties agreed to settle this dispute on terms acceptable to all parties involved that resulted in dismissal of the lawsuit. Due to the confidentiality requirements of the settlement agreement, the monetary amounts for each of the involved parties is to remain confidential.



RFQ-ENG-15-01
General Engineering Services Contract

CONFLICT OF INTEREST STATEMENT

Before me, the undersigned authority, personally appeared John W. Braccio, who was duly sworn, deposes, and states:

1. I am the President & CEO of Wright-Pierce with a local office in Florida and principal office in ME, NH, MA, CT & RI.
2. The above named entity is submitting an Expression of Interest for the City of Holly Hill project described as ***RFQ-ENG-15-01: General Engineering Services Contract***
3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.
4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting Qualifications for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.
7. Neither the entity, nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of City of Holly Hill.
9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with City of Holly Hill.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify City of Holly Hill in writing.

DATED this 9th day of October, 2015.

Wright-Pierce

(Name of PROPOSER)

John W. Braccio
 (Signature of person signing FORM)

John W. Braccio, PE

(Printed name of person signing FORM)

President & CEO

(Title of person signing FORM)



Sworn to and subscribed before me

This 9th day of October, 2015.

Meghan E. Slater
 (Signature of Notary (& Stamp))

Notary Public, State of

Connecticut

Personally Known Yes or
 Produced Identification Drivers License
 (type of identification)

Attachment: Wright-Pierce (1211 : General Engineering Services Contracts)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



RFQ-ENG-15-01
General Engineering Services Contract

COMPLIANCE WITH THE PUBLIC RECORDS LAW

Upon award recommendation or thirty (30) days after closing, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Holly Hill.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to defend the City in the event we are forced to litigate the public records status of the company's documents.

DATED this 9th day of October, 2015.

Wright-Pierce

(Name of PROPOSER)

John W. Braccio
 (Signature of person signing FORM)

John W. Braccio, PE

(Printed name of person signing FORM)

President & CEO

(Title of person signing FORM)



Sworn to and subscribed before me

This 9th day of October, 2015.

Meghan E. Slater
 (Signature of Notary (& Stamp))

Notary Public, State of

Connecticut

Personally Known Yes or
 Produced Identification Drivers License
 (type of identification)

Project Number: **RFQ-ENG-15-01**

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



RFQ-ENG-15-01
General Engineering Services Contract

Request for Taxpayer Identification Number and Certification
(W-9 Form)

Form W-9
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Wright-Pierce

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☐ C Corporation
☒ S Corporation
☐ Partnership
☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
99 Main Street

6 City, state, and ZIP code
Topsham, ME 04086

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
OR
Employer identification number
01-0228316

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ *John R. Nyeck, U.P.* Date ▶ **March 24, 2015**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filed-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X Form W-9 (Rev. 12-2014)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



RFQ-ENG-15-01
General Engineering Services Contract

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida statute 287.087 hereby certifies that Wright-Pierce does:
 (Name of Business)

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 proposed 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 Qualification, the employee will propose 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.

DATED this 9th day of October, 2015.

Wright-Pierce

(Name of PROPOSER)

John W. Braccio
 (Signature of person signing FORM)

John W. Braccio, PE

(Printed name of person signing FORM)

President & CEO

(Title of person signing FORM)



Sworn to and subscribed before me

This 9th day of October, 2015.

Meghan E. Slater
 Signature of Notary (& Stamp)

Notary Public, State of

Connecticut

Personally Known Yes or
 Produced Identification Drivers License
 (type of identification)

Attachment: Wright-Pierce (1211 : General Engineering Services Contracts)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



RFQ-ENG-15-01
General Engineering Services Contract

**PUBLIC ENTITY CRIME SWORN STATEMENT (FORM PUR 7068)
SWORN STATEMENT UNDER SECTION 287.133(3)(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

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

1. This sworn statement is submitted to City of Holly Hill
[print name of public entity]

by John W. Braccio, PE, President & CEO
[print individual's name and title]

for Wright-Pierce
[print name of entity submitting sworn statement]

whose business address is:

520 North Phelps Ave, Winter Park, FL 32789 (Local)

99 Main Street, Topsham, ME 04086 (Corporate)

and (if applicable) its Federal Employer Identification Number (FEIN) is 01-0228316
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime: or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.



RFQ-ENG-15-01
General Engineering Services Contract

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THE FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

John W. Braccio
 (Signature)
 Date: October 9, 2015

Sworn to and subscribed before me this 9th day of October, 2015.

Personally known Yes

Or Produced identification Yes

Drivers License
 (Type of Identification)

Notary Public – State of CT

My commission expires 05/31/2019

Meghan E Slater
 (Printed, typed or stamped
 commission name of notary public)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



**RFQ-ENG-15-01
General Engineering Services Contract**

**AMERICANS WITH DISABILITIES ACT
AFFIDAVIT**

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding CITY.

The CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the CITY be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Agreement for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the CITY, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

DATED this 9th day of October, 2015.

Wright-Pierce

(Name of PROPOSER)

John W. Braccio
(Signature of person signing FORM)

John W Braccio, PE

(Printed name of person signing FORM)

President & CEO

(Title of person signing FORM)



Sworn to and subscribed before me

This 9th day of October, 2015.

Meghan E Slater
(Signature of Notary (& Stamp))

Notary Public, State of

Connecticut

Personally Known Yes or
Produced Identification Drivers License
(type of identification)

Attachment: Wright-Pierce (1211 : General Engineering Services Contracts)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



RFQ-ENG-15-01
General Engineering Services Contract

INSURANCE CONFIRMATION

On behalf of our client, Wright - Pierce

and by acknowledging with signature below, we have read and understand the insurance requirements for this Solicitation and Agreement. We can and will provide a Certificate of Insurance (COI) that is compliant with the insurance requirements stated in this Solicitation and Agreement should our client be awarded the project.

[Signature]
Signature of Agent

Anna B Edgerley
Print Name & Title

Norton Insurance Agency
Agency

US Rte 1, Cumberland Fovside, ME
Address

RFQ-ENG-15-01
General Engineering Services Contract
Project # & Title

10/8/2015
Date

On behalf of our client, Wright-Pierce

and by acknowledging with signature below, we have read and understand the insurance requirements for this Solicitation and Agreement. We can and will provide a Certificate of Insurance (COI) that is compliant with the insurance requirements stated in this Solicitation and Agreement should our client be awarded the project.

[Signature]
Signature of Agent

Brett Gough, SVP/Partner

Print Name & Title

Ames & Gough

Agency

859 Willard Street, Suite 320

Quincy MA 02169
Address

RFQ-ENG-15-01
General Engineering Services Contract
Project # & Title

9/29/2015

Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Section 2
Project Approach

Attachment: Wright-Pierce (1211 : General Engineering Services Contracts)

APPROACH TO PROJECT/ UNDERSTANDING

OUR OVERALL APPROACH

Wright-Pierce has extensive experience providing engineering services for all elements of municipal water, reclaim water use, storm drainage, wastewater, roads, and general civil engineering, including potential scope of services being considered by the City. As a result, we are familiar with the wide range of issues associated with such projects, and are able to address special considerations and project difficulties. We have included more detailed descriptions of our experience in Section 4 of this submittal. As necessary, we can provide descriptions of many more recent and ongoing municipal on-call projects.

Throughout our 68-year history, we have provided a wide-range of on-call civil, water and wastewater engineering services for many municipal clients. Our long list of long-term municipal clients attests to our record of client satisfaction, and to our ability to work with different municipal departments, the public, and local, state and federal regulatory agencies.

Wright-Pierce was originally established and based in New England. Historically, the majority of our engineering services have been for communities throughout the northeast, and based on our success, we currently have seven well-established office locations. Project teams are developed based on which staff will best serve the needs of each project, regardless of the staff office location. Our current goal is to now offer our extensive civil, water and wastewater engineering experience to municipal clients in Florida, and we are in the process of establishing an office presence that is led by one of our long-time wastewater engineering managers.

For the Holly Hill General Engineering Services Contract, we have identified a project team with specific relevant experience with the Potential Scope of Services listed in the RFP. Descriptions of key project team members and their resumes are provided in Section 3 of this submittal. As necessary, we can also provide additional engineering staff with specific experience. We have a large staff of civil, water and wastewater engineers who are supported by our full-service engineering staff of structural, architectural, electrical, instrumentation and controls, mechanical (HVAC), and civil engineers. Specific names and resumes of additional staff can be provided as necessary.

PROJECT APPROACH

If selected by the City for a particular on-call assignment, our first step would be to fine-tune the scope of work for each task with City staff input. This is necessary to ensure that we obtain a clear understanding of the City's goals and expectations for each engineering task, and to ensure that our scope and level of effort is commensurate with the technical needs of the project, available budget and necessary schedule. Our approach to any specific assignment would generally be as follows:

Project teams are developed based on which staff will best serve the needs of the project, regardless of staff office location.



APPROACH TO PROJECT/ UNDERSTANDING

1. Pre-Design/Preliminary Planning Phase

After receiving the notification of the award of the services, we would perform the following tasks:

- Schedule and Conduct an Agreement/Scope of Services Workshop Meeting with City management staff. We would review the identified tasks, refine the scope of services, identify key project team members for each task, establish internal project deadlines/schedules, project budgets, schedule of dates for future workshop meetings and deliverables (reports, plans, etc.), and obtain background information/operational data for the proposed tasks. Also at this meeting, we will establish procedures for effective communication links, protocol, and project data exchange between Wright-Pierce and City staff throughout the project.
- Prepare Engineering Services Agreement for City. Based on the outcome of the Pre-Agreement Meeting, we will prepare and submit an engineering services agreement.

2. Preliminary Design Report/Feasibility Studies

For projects that would require preliminary design reports, site evaluations, special or, feasibility studies, our project approach would consist of:

- Conduct a project task work shop meeting with City staff to confirm the scope of services.
- Collect pertinent background information from the City.
- Assist the City with the preparation of grant applications for the proposed projects.
- As necessary, coordinate and conduct site trip(s) to review the existing facilities.
- Identify and evaluate alternatives and develop conceptual drawings or schematic diagrams.
- For each alternative, develop preliminary construction and total project costs.
- For each alternative, develop preliminary O&M and salvage costs.
- For each alternative, develop net present-worth cost with total project capital costs, annualized 20 or 30 years of O&M costs at a specific interest rate, and salvage value.
- Prepare and submit a draft report to the City that describes each alternative, summarizes the preliminary construction, total project, O&M and salvage costs. Compare alternatives summarizing the advantages, disadvantages and net present-worth costs.
- Review draft report with City. Make revisions & submit final report to the City.

3. Design, Permit, Bid, Construction and Post Construction Type Projects

For projects that would consist of improvements to the water, wastewater, roads or general civil engineering projects, our project approach would generally consist of:

Subtask 1.1 Preliminary Design (30%) Phase

Some of the preliminary design tasks which we would typically perform include:

- Conduct project work shop meeting with City. Collect additional background information.
- As necessary, coordinate and conduct site trip(s) for the project team.
- Where required, identify and evaluate alternatives for the proposed improvements.

APPROACH TO PROJECT/ UNDERSTANDING

- Where required, conduct topographic, property boundary, delineation of wetlands, site assessments and geotechnical investigation in proposed project area.
- Develop preliminary construction cost estimates for project.
- Evaluate impact of the proposed improvement on existing utility system(s).
- As necessary, coordinate a workshop with the City operational staff to discuss project.
- Where required, identify and evaluate potential renewable energy sources.
- If desired, perform an energy audit of the entire facility in order to identify cost-effective opportunities to reduce power.
- Coordinate and solicit information from equipment manufacturers.
- Identify potential easements and rights-of-way acquisitions.
- Based on the proposed improvement, identify the permit applications for approval.
- Prepare conceptual layouts of recommended alternative and implementation plan.
- Prepare & submit a draft report to the City summarizing the findings of the proposed project.
- Meet with City staff to review report. Address City's comments and finalize report.

Subtask 1.2 Designs (60, 90 & 100%) Phases

During final design phase, we would perform the following tasks at 60, 90 and 100% milestones:

- After acceptance by City of the Preliminary Design Report, conduct a design workshop meeting after each design milestone and as necessary with the City staff.
- Prepare final design contract documents consisting of drawings and specifications. Contract documents shall utilize City specifications and details & supplemented with W-P documents.
- Permitting Services:
 - o Prepare for and attend pre-application meeting, if necessary, to review permit applications with City and State regulatory agencies.
 - o Prepare and submit permit applications to the City for review and approval. Permit application will be submitted after receiving City 90% review comments.
 - o Prepare and attend public hearings on behalf of the City.
- Prepare an updated construction cost estimate and schedule for proposed improvements at each design milestone.
- Prepare and submit 60% and 90% contract drawings and specifications to City and State/Federal regulatory agencies for review. As necessary, coordinate and conduct Value Engineering (VE) reviews.
- Incorporate review comments and finalize contract documents and make ready for bidding.

Subtask 1.3 – Bidding Phase

After completion of design phase, we would assist the City with solicitation of construction bids. Additional tasks would include:

- Prepare for and attend a pre-bid conference for the project.
- Respond to questions submitted to the City.

APPROACH TO PROJECT/ UNDERSTANDING

- If necessary, prepare and submit an addendum to the City.
- Review apparent low bid package, check contractor's references, financial capacity, past work experience and make a recommendation to City.

Subtask 1.4 - Construction Administration Phase

As desired, we can provide construction administration and resident engineering phase services throughout any project. Services we typically provide are:

- Prepare the required number of sets of construction Contract Documents for signing.
- Prepare for and attend a pre-construction conference, monthly construction meetings and formal inspections by the City and regulatory agencies.
- Review shop drawings, warranties, O&M manuals and other Contractor submittals.
- Review Contractors' payment requests and estimate amounts to be paid by the City.
- Negotiate changes in scope of work, completion time and prepare change orders.
- Issue instructions and other communications from and on behalf of City to the Contractor.
- Communicate with City and regulatory agencies.
- Provide full/part-time Resident Project Representatives to represent Wright-Pierce and City.
- Prepare for, attend and observe startup of equipment system.
- Conduct a Substantial Completion Inspection and prepare a punch list of uncompleted work.
- Prepare a Certificate of Substantial Completion and other project close-out documentation.

Subtask 1.5 - Post Construction Phase

After Substantial Completion of any of project and as appropriate, assist City with post construction or warranty issues. During this time period, we would assist the City in the following tasks:

- Prepare and submit full size, 1/2 size and electronic record drawings.
- Prepare and submit an operation and maintenance (O&M) manual for new facilities.
- Assist City with one year warranty and contract project related issues as follows:
- Make visits during the first year of operation to check on the new construction.
- If necessary, review contractors payment requests, change orders for additional work.
- Assist operator(s) in trouble shooting operational problems and recommend any necessary post startup changes to the facilities.
- If necessary, coordinate with City staff for one year service calls by equipment manufacturers.
- At the end of the one year warranty period, miscellaneous paper work (Contractor's Release, Affidavit, Payment Request, etc.) would be prepared and submitted between the Contractor, Wright-Pierce, and the City.

Section 3
Qualifications of Proposed Personnel

QUALIFICATIONS OF PROPOSED PERSONNEL

ORGANIZATIONAL CHART



QUALIFICATIONS OF PROPOSED PERSONNEL

PROJECT MANAGER

Steven Hallowell, PE would serve as a **Project Manager** responsible for client contact and coordinating the technical efforts of the project team. Steve has Master's Degrees in Civil Engineering and Business Administration, and has over 30 years of extensive experience with the planning, design and construction of municipal water, wastewater and municipal infrastructure facilities. Steve has recently relocated to Winter Park, Florida to establish and manage a new Wright-Pierce satellite office location. He has extensive experience managing on-call engineering services and coordinating a wide variety of multi-discipline technical staff located in different offices. While in Connecticut, he managed multiple on-call projects (collection, pump stations, water supply, dams, water and wastewater treatment) with the Metropolitan District Commission (MDC) of Greater Hartford; on-call wastewater treatment and pump station projects for Danbury; design-build wastewater treatment projects with Veolia Water at several of their contract operations facilities, as well as on-call pump station and sewer projects for several other communities. Steve is a shareholder of the company. *A list of relevant projects is included below; additional project lists and details can be provided upon request.*



Education

M.B.A., Southern New Hampshire University
M.S., Civil Engineering University of Lowell
B.S., Civil Engineering University of Maine

Professional Registration

Florida (pending)
Maine
New Hampshire
Connecticut

Experience

30 Years

Joined Firm

1987

Professional Affiliations

Florida Water Environment Association (FWEA)
Water Environment Federation (WEF)
Maine Wastewater Control Association
Maine Department of Environmental Protection
Lagoon Task Force

Awards

Cancer Survivor - 2000

Relevant Experience: Acted as project engineer or project manager on the following types of projects:

- Wastewater Treatment Facilities – Evaluation, design, bidding, construction administration and start-up services for upgrades to 22 treatment facilities that have included all wastewater unit processes and equipment systems. Many of these projects included advanced nutrient removal, sludge processing, odor control and modern instrumentation and control and computerized supervisory control and data acquisition (SCADA)/telemetry systems.
- Wastewater Pump Stations - Evaluation, design, bidding and construction administration for upgrade to over 100 pump stations.
- Potable Water Systems - Evaluation, design, bidding and construction administration for upgrade to nine separate water supply systems.
- Water and Sewer Utility Infrastructure - Evaluation, design, bidding and construction administration for over 100 miles of water mains and sewers for sixteen communities.
- On-Call Municipal Engineering – On-call engineering services for water and wastewater systems for six communities and utilities, and for contract operator Veolia facilities.
- Road & Commercial Park Infrastructure - Evaluation, design, bidding and construction administration for commercial park infrastructure for six communities.

QUALIFICATIONS OF PROPOSED PERSONNEL

PRINCIPAL IN CHARGE

John Braccio, PE, President and CEO, would serve as **Principal-in-Charge**, responsible to assist with meetings and presentations, and negotiations with State and local agencies, as necessary; and to ensure that all contractual obligations are met and that the proper resources are provided for any Holly Hill on-call project. John has been with Wright-Pierce for over 30 years, holds a Master's Degree in Environmental Engineering, and has over 35 years of extensive and wide-ranging engineering and management experience with the planning, design, construction and operations of many water, wastewater and municipal infrastructure projects. John is a shareholder of the company. *A list of relevant projects is included below; additional project lists and details can be provided upon request.*

Relevant Experience: Acted as project engineer, project manager or principal-in-charge on the following types of projects:

- On-Call Municipal Engineering – On-call engineering services for roadways, sidewalks, drainage, water and wastewater systems for numerous communities, utilities, contract operators (Veolia and Untied Water) and industrial clients.
- Wastewater Treatment Facilities – Evaluation, design, bidding, construction administration and start-up services for over 25 major comprehensive upgrades or new facilities that have included all wastewater unit processes and equipment systems. Many of these projects included advanced nutrient removal, sludge processing, odor control and modern instrumentation and control and computerized supervisory control and data acquisition (SCADA)/telemetry systems.
- Sewer Master Plans, I/I and SSES Sewer Studies – Numerous sewer master plans, I/I and SSES studies including field services, for hundreds of miles of collections systems.
- Wastewater Collection Systems – Sewer master plans, I/I and SSES studies, and subsequent evaluation, design, bidding and start-up services for over 100 miles of sewer projects and over 150 upgraded wastewater pump stations, including odor control, SCADA/telemetry.
- Potable Water Treatment Facilities – Evaluation, design, bidding and construction administration for several water facilities upgrades.
- Water Distribution Systems – Several new and replacement water main projects, including hydraulic modeling, design, permitting, bidding and construction administration services.
- Asset Management/Capital Improvements Plans – Development of several wastewater and water systems asset management/CIPs.
- Value Engineering – Peer review of several wastewater treatment upgrade designs.



Education

M.S., Civil and Environmental Engineering,
University of Connecticut
B.S., Biology / Ecology,
University of Connecticut

Professional Registration

Connecticut
Maine
Massachusetts
New Hampshire
New York

Experience

35 Years

Joined Firm

1984

Professional Affiliations

Water Environment
Federation
New England Water
Environment Association
Connecticut Water
Pollution Abatement
Association
Commissioner, Guilford CT
Inland Wetland
Commission
Connecticut American
Water Works Association

QUALIFICATIONS OF PROPOSED PERSONNEL

LEAD PROJECT ENGINEER – WASTEWATER

Dennis Dievert, Jr, PE would serve as **Lead Project Engineer** on wastewater collection and pump station projects. Dennis has a Master's Degree in Environmental Engineering and over 14 years of experience with the planning, design, construction and operations of wastewater projects. Dennis has extensive experience coordinating multi-discipline project teams, meeting schedules and budgets, and addressing immediate client needs for wastewater treatment and collection system projects for several municipal on-call clients. Recently completed projects include: oversight and construction administration of an emergency "fast-tracked", 3,000 LF 42" sewer rehabilitation project; evaluation and design for an upgrade of a 6,000 gpm pump station including modifications to 30-inch and 12-inch diameter force mains; design of six pump stations, 27,000 feet of gravity sewer and 14,000 feet of force mains; and several other pump station projects. Dennis is currently or has also been responsible for SSES and/or sewer rehabilitation efforts for several municipal clients. Dennis is also a shareholder of the company. *A list of relevant projects is included below; additional project lists and details can be provided upon request.*



Education

B.S., Chemical Engineering, University of New Haven
M.S., Environmental Engineering
University of New Haven

Professional Registration

Florida (pending)
Connecticut

Experience

14 Years

Joined Firm

2001

Professional Affiliations

New England Water Environment Association
Water Environment Federation

Relevant Experience: Acted as project engineer or project manager on the following types of projects:

- Wastewater Treatment Facilities – Evaluation, design, permitting, bidding, construction administration and start-up services for upgrades to 5 treatment facilities that have included all wastewater unit processes and equipment systems. These projects included advanced nutrient removal, sludge processing, odor control and modern instrumentation and control and computerized supervisory control and data acquisition (SCADA)/telemetry systems.
- Wastewater Pump Stations - Evaluation, design, permitting, bidding and construction administration for upgrade to over 15 pump stations.
- Wastewater Collection Systems - Evaluation, design, permitting, bidding and construction administration for over 100 miles of water mains and sewers for thirteen communities. This included infiltration and inflow (I/I) and sewer system evaluation surveys (SSES) for eight of the communities.
- Sludge Management and Odor Control – Evaluation for wastewater treatment facility.
- Regional Fats, Oils & Grease – Development of regional FOG management plan including pilot studies for FOG pretreatment system.
- Asset Management/Capital Improvements Plans – Development of several wastewater asset management/CIP.

QUALIFICATIONS OF PROPOSED PERSONNEL

LEAD PROJECT ENGINEER – WATER

Mariusz D. Jedrychowski, PE, would serve **Lead Project Engineer** on Water projects. Mariusz has a Master's Degree in Environmental Engineering and brings over 17 years of experience in the planning, design and construction administration of water engineering projects. Mariusz is an active member of his local American Water Association chapter and a member of the Associates Committee. He has extensive technical experience in pump station design, computer modeling, water distribution systems hydraulic modeling, master planning, and design and water quality analysis. Mariusz is acting as the Project Manager providing on-call engineering services for several communities. Mariusz is a shareholder of the company. *A list of relevant projects is included below; additional project lists and details can be provided upon request.*



Education

M.S., Environmental Engineering, University of Hartford
B.S., Civil Engineering, University of Connecticut

Professional Registration

Florida (Pending)
Connecticut
New York

Experience

17 Years

Joined the Firm

2007

Training / Certifications

OSHA 10-Hour
Construction Safety Program
Institute in Drinking Water Treatment

Professional Affiliations

American Water Works Association
American Society of Civil Engineers

Publications

Davee, R., Jedrychowski, M., "Infrastructure Sustainability - A Sound Asset Management Strategy" InFlow-Line Magazine, September 2011

Relevant Experience: Acted as project engineer or project manager on the following types of projects:

- On-Call Municipal Engineering – Ongoing on-call engineering services for water and wastewater systems and for roadways, sidewalks, municipal buildings and drainage systems.
- Potable Water Treatment Facilities - Evaluation, design, permitting, bidding and construction administration for various projects including master flow meter calibration, valves replacement, flow measurement improvements, bypass isolation, supervisory control and data acquisition (SCADA)/telemetry systems and other similar projects for three major water utilities.
- Water Mains Replacement and Extensions – Master plans, mapping, hydraulic modeling, evaluation, design, permitting, bidding and construction administration for over 100 miles of water main projects (including a bridge crossing) for ten major water utilities.
- Water Tank Replacements and Upgrade - Hydraulic modeling, evaluation, design, permitting, bidding and construction administration for four water storage tanks.
- Potable Water Pump Stations - Hydraulic modeling, evaluation, design, permitting, bidding and construction administration for five pump stations, including SCADA and emergency generator systems.
- Wastewater Pump Stations - Evaluation, design, permitting, bidding and construction administration for upgrade to six pump stations.
- Asset Management/Capital Improvements Plans – Development of wastewater and water systems asset management/CIPs or major utility.

Section 4
Similar Project Experience

Attachment: Wright-Pierce (1211 : General Engineering Services Contracts)

SIMILAR PROJECT EXPERIENCE

The following are a partial list of our projects in the past 7 years that have included municipal engineering services that may be of interest to the City of Holly Hill. This listing of projects & many long-term clients is an indication of our ability to achieve the wide range of required performance requirements on any particular project, such as schedule, budget, funding, regulatory compliance, public perception, cost-effectiveness, energy efficiency, etc. We have completed thousands more projects & can provide additional lists or addition information about a project upon request.

Client	Project Description	Completion Date	Ongoing Client
Town of Bethel, CT Matt Knickerbocker, 1st Select. (203) 794-8501	Ongoing on-call engineer for variety of municipal infrastructure projects, including roadways, buildings, sidewalks, water storage and distribution, and wastewater collection and treatment. Design, permitting, bidding, and ongoing construction services of new wire-wound, precast concrete water storage tank (1MG).	ongoing	Yes
Torrington, CT WPCA Raymond Drew, Super. 860-485-9166	WPCF Facilities Plan Update - Updates to facilities plan for comprehensive \$54M WPCF upgrade. Ongoing design services. Also, on-call wastewater engineering since 2000 providing engineering services on numerous projects. (7 MGD)	Sep-2014 ongoing services	Yes
The MDC, Hartford, CT Tom Robbins, PE, Const. Mgr. 860-278-7850 ext. 3381 Eric Pizzoferrato 860-278-7850 ext. 3522	On-call engineering services since 2004 for water and wastewater systems covering 8 communities. Large variety of completed and ongoing projects, including several major water distribution and wastewater collection system projects and 43 new water and wastewater engineering generators. As an example, our Upper Albany Ave included design, construction administration & resident services for 9,400 LF sewer separation, 7,500 LF water main, & storm drains including other improvements.	Jun-2015 & ongoing	Yes
Waterford, CT Utility Commission Neftali Soto, P.E., Super. 860-444-5886	On-call engineering since 2003 for wastewater collection system. Numerous completed and ongoing projects, including evaluations of 28 pump stations, 235 miles of collections system, and 7 pump stations upgrades. One project for Logger Hill included design, bidding, C/A, & RPR services for the rehab of 3,150 LF of corroded PCCP & 11 manholes	Jun-2013 & ongoing	Yes
Aquarion Water Company Mrs. Hetal Shah, Planning Engr 203-337-5822 hshah@aquarionwater.com	On-call services for several completed and ongoing projects, including water system master plans, evaluation and upgrade to water booster pump stations (400 gpm), well fields, and new water tank.	Apr-2015 ongoing	Yes

SIMILAR PROJECT EXPERIENCE

Client	Project Description	Completion Date	Ongoing Client
Stamford, CT WPCA William Brink, PE, Exec Dir. 203-977-5809	Wastewater Treatment, Sewer Interceptors, & Pump Stations on call engineering services. Evaluation & optimization of odor control systems, evaluation of nitrogen removal & aeration system & headworks, with ongoing final design services. Also, evaluation of 105,000 LF of major 24" to 60" RCP interceptors & 22 pump stations & rehabilitation of 3,000 LF of 36" interceptors (24 MGD)	Jun-2015 & On-going Phases	Yes
Farmington, CT WPCA Russ Arnold, Jr, PE, Director 860-675-2328	Wastewater facilities plan & design of comprehensive \$57M upgrade (6.3 MGD) including nitrogen & phosphorus removal. Provided bidding assistance & commencing upgrade construction services in 2015. Also, evaluation of entire collection system including 18 pumps & upgrade of these pump stations	Jan-2015 On-going Services	Yes
Rochester, NH Public Works John Storer, PE, Director 603-335-4096	Water Treatment Upgrades including media replacement, backwash system, chemical upgrades, SCADA upgrades, HVAC & instrumentation (5 MGD) Numerous other previous projects	On-going Services	Yes
The Mattabassett District, CT Art Simonian, Exec. Dir. 860-635-5550	VE Review, design, bidding, construction admin, & resident services for \$100M comprehensive upgrade for increased flows & nutrient removal, & new FBI & emissions control (35 MGD).	2015 & On-going construction	Yes
Middleborough, MA Todd Goldman, Super. 508-946-2485	WPCF Upgrade included upgrades to equipment for nitrogen & phosphorus removal, standby power & to upgrade/ replace aging equipment & systems. Construction in 2015 (2.94 MGD)	Dec-2014 On-going Services	Yes
Framingham, MA Public Works Julie Liu, PE, Proj. Mngr. 508-532-6040	On-going on-call services for a wide variety of municipal infrastructure projects, including assistance with preparation of annual Public Works Capital Improvement Plan (CIP). Also, currently replacing, upgrading & rehabilitating water & sewer mains in the Irving Street area (2,000 LF)	On-going Services	Yes
New London, CT Public Utilities Joe Lanzafame, Director 860-373-1868	Capital improvement plan for wastewater collection & treatment systems, including 80 miles of sewer, evaluation of eight pump stations & 10 mgd treatment plant & capital improvement plan for water treatment & distribution systems including 120 miles of water mains, 12 mgd WTP, three pump stations & two storage tanks. On-going sludge tank rehabilitation project	May-2014 & On-going Services	Yes
City of Fitchburg, MA Joseph Jordan, Deputy Com. 978-345-9622	City-wide sewer separation activities: construction of new storm drain systems, new sewer pipe, replacement of water mains, & rehab of sewer pipes & manholes (30,000 LF)	On-going Services	Yes

SIMILAR PROJECT EXPERIENCE

Client	Project Description	Completion Date	Ongoing Client
City of Leominster Roger Brooks, Business Mngr. 978-534-7590	New Distributing Reservoir Water Treatment Plant (2 MGD). Completed under very tight schedule requirements. Also evaluation & upgrade to wastewater treatment plant for nutrient removal & new SCADA & 2 MW generator, evaluation & upgrade of sewers, & on-going wastewater pump station upgrade.	May-2010 & On-going Services	Yes
Fort Kent, ME Mark Soucy, Superintendent 207- 834-3463	On-call engineer for water and wastewater systems since 1989. Large variety of completed projects with water supply, storage, and treatment systems, and wastewater collection pumping and treatment systems, including a new treatment plant and 5,000 LF outfall system. Recently replaced 1,500 LF of existing sewers & 5,000 LF of existing water mains, hydrants & services	Nov-2012	Yes
City of South Portland, ME Patrick Cloutier, Dir. 207-767-7675	Variety of engineering services since the mid-1980s, including major upgrade to Wastewater Treatment Plant. Recent pump station upgrade serving major commercial area & including Best Management Practice (BMP) for stormwater System	Dec-2009	Yes
Kittery, ME Water District Michael Rogers, Super. 207-439-1128	Conventional Water Filtration Facility (ABW), 10 MGD, Optimization of natural organic carbon (NOM) removal within existing process/ New chemical feed, electrical system, process control, & improved chemical optimization	Feb-2013	Yes
Exeter, NH Public Works Jennifer Perry, PE, Dir. 603-773-6157	Jady Hill Utilities - replacement & rehabilitation of sewer, storm drainage, water systems, & roadways	Nov-2012	Yes
City of Haverhill John D'Aoust, Plant Mgr. 978-374-2358	Design & construction to replace an existing outdated water booster pumping station (3 MG) with a modern station.	May-2013	Yes
Limestone, ME Jim Leighton, Superintendent 207- 551-8897	On-call engineer for wastewater system since 2005. Replaced 25,000 lf of gravity sewers, new pump stations and 30,000 lf of force mains. Also, upgraded 1.25 MGD RBC wastewater treatment plant, effluent pump station & 30,500 lf outfall	Jun-2010	Yes
Wallingford Water & Sewer Roger Dann, General Mngr. 203-949-2670	Underground Concrete Water Tank (3 MG) - Evaluation, design, bidding, construction administration & resident services for new roofing system & rehabilitation of two 1.5 million gallon water tanks	Feb-2015 On-going Services	Yes

Section 5
Innovative/Cost Saving Ideas

INNOVATION & COST SAVING IDEAS

INNOVATION

Municipal engineering is what we do. We are proud of our record of innovation and have won numerous Engineering Excellence awards for our projects. We define "innovation" as tailoring our projects for the best solution for our clients, whether the focus is low cost, environmental sensitivity, or simplicity of operation. We have many specific examples of innovative approaches to our municipal infrastructure projects that we would be happy to discuss with Holly Hill, as desired. Our engineers have contributed to universal standards for the engineering industry, including EPA standard manuals, the American Concrete Institute (ACI) Standards, and the previous and latest versions of the TR-16 manual for the design of wastewater treatment facilities. In 2015, Engineering-News-Record (ENR) ranked Wright-Pierce in the Top 25 of all engineering firms in the nation for wastewater treatment and also in the Top 25 for sanitary and storm sewers. One of our wastewater facility upgrades was named the top project of 2015 in the northeast region. On the water side, our treatment experience includes several innovative "firsts" in our regions, including the first membrane filtration plants, MIEX Ion Exchange Plant, and the first ballasted flocculation plant. We are an industry leader in the development of the use of bank filtration and angled intake well systems as a method of pretreatment prior to water treatment facilities as a means to improve raw water source quality and reduce operational costs. Wright-Pierce is also at the forefront in the engineering of water treatment backwash settling lagoons as a method to increase water yield by recycling supernatant back to the reservoir or the treatment system. We are also actively developing innovative approaches to address the impacts of sea level rise on municipal infrastructure systems. We will use our expertise to find the right solution for City of Holly Hill projects.



COST SAVING

Though we serve some large utilities, Wright-Pierce was founded on serving small towns and municipalities. Typically, a streamlined and cost-effective approach is the only way to make projects affordable. As a result, **we have mastered the ability to stretch each available dollar while achieving the desired end result: cost-effective, functional, and reliable solutions to municipal infrastructure challenges.** We also have several examples where our value engineering on projects initially developed by others has saved up to millions of dollars in initial construction and long-term operational costs. We would be happy to discuss specific examples with Holly Hill, as desired. Our successful track record with cost-effective projects is due in part to our approach of:

- Thoroughly understanding the problem before solving it
- Keeping solutions simple and effectively engineered
- Developing solutions that address short-term needs & future needs
- Maximizing the value of existing facilities (as applicable)
- Positioning our clients for the most favorable regulatory requirements
- Positioning our clients for available local, state and federal funding/financing programs



Wright-Pierce's complete in-house capabilities allow us to deliver a higher quality of service, cost-effectively and expeditiously.

Section 6
Location of Firm

Attachment: Wright-Pierce (1211 : General Engineering Services Contracts)

LOCATION OF FIRM

CLOSE PROXIMITY OF FLORIDA OFFICE

Wright-Pierce is employee-owned with staff of more than 215 engineers and support professionals located in 8 offices, including our new office in Winter Park, Florida. We are licensed to practice in Maine, Connecticut, New Hampshire, Vermont, Massachusetts, Rhode Island, New York, North Carolina, and Florida.

Recently, Wright-Pierce opened the office in Winter Park, FL(Orange County). The office is managed by Steven C. Hallowell, PE, Senior Project Manager and shareholder of the company. We have decided to open an office in Florida to offer our successful municipal engineering experience and capabilities to municipalities in the mid region of Florida.

All City of Holly Hill projects will be managed from the Winter Park, FL office. Our goal is to increase our engineering support staff in this office as we establish new clients and projects. Depending upon the scope of services of the selected project, a project team will be assembled from the professional staff indicated in Section 3 and from our seven other Wright-Pierce office locations outside of Florida. The actual project team members will be determined based on their specific expertise matching the particular needs and engineering disciplines required for any Holly Hill project. The percent of work to be conducted from the Winter Park and other offices will vary depending upon the scope of services required.

As required, Wright-Pierce will meet or exceed MBE, WBE and VBE subcontract participation requirements for each project using contractors local to Holly Hill. Management and oversight of all project subcontractors will be performed by our Wright-Pierce Winter Park, FL office.

We have made significant investments in office collaboration tools, procedures, and culture to allow us to successfully complete projects regardless of our staff's current office location. Accordingly, we are looking for any opportunity to demonstrate our capabilities to assist Holly Hill with their infrastructure projects. We would welcome any opportunity to discuss potential services ranging from value engineering reviews to traditional engineering services.



Florida

520 North Phelps Ave
Winter Park, FL 32789 USA
Phone 407.720.8950

Connecting all offices
888.621.8156

Connecticut

169 Main Street
700 Plaza Middlesex
Middletown, CT 06457

Massachusetts

40 Shattuck Road, Suite 305
Andover, MA 01810

New Hampshire

The Ammon Center, Suite 208
175 Ammon Drive

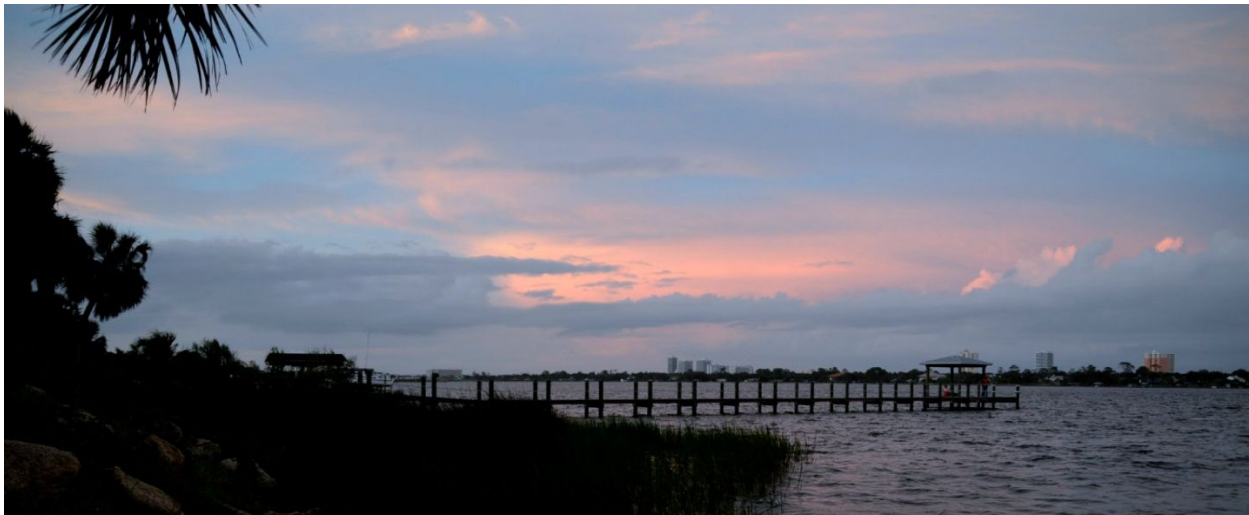
Manchester, NH 03103
230 Commerce Way, Suite 302
Portsmouth, NH 03801

Maine

99 Main Street
Topsham, ME 04086
75 Washington Avenue, Suite 202
Portland, ME 04101

Rhode Island

The Westminster Square Building
10 Dorrance Street, Suite 840
Providence, RI 02903



www.wright-pierce.com

520 North Phelps Ave
Winter Park, FL 32789
Phone 407.720.8950



RFQ-ENG-15-01
General Engineering Services Contract

SUBMIT QUALIFICATIONS TO: City of Holly Hill 1065 Ridgewood Avenue Holly Hill, FL 32117 Attn.: CITY CLERK	REQUEST FOR QUALIFICATIONS and Proposer Acknowledgment
Contact: Walt Smyser Deputy Public Works Director 386-248-9463 - Phone 386-248- 9499 - Fax wsmysers@hollyhillfl.org	RFQ-ENG-15-01 General Engineering Services Contract
Qualification Due Date: October 13, 2015 Qualification Due Time: 2:00 PM	Location of Public Opening: City of Holly Hill City Hall Workshop Conference Room 1065 Ridgewood Avenue Holly Hill, FL 32117
Proposer Name: Zev Cohen & Associates, Inc.	Federal Employer ID Number or SS Number: 59-2717554
Mailing Address: 300 Interchange Boulevard, Suite C	If returning as a "No Submittal", state reason (if so, return only this page):
City, State, Zip: Ormond Beach, Florida, 32174	
Type of Entity: <i>(Circle one)</i> ☒ Corporation ☐ Partnership/Joint Venture ☐ Proprietorship ☐ Limited Liability Company Other: _____	X _____ Authorized Signature (Manual)
Incorporated in the State of: Florida	
Telephone Number: 386-677-2482	Typed Name: M. Dwight DuRant, P.E.
Toll Free Telephone Number: (800)	Title: President
Fax Number: 386-677-2505	Date: 10/13/2015

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION

The Applicant is expected to completely analyze the information contained in this Request for Qualifications as guidance for the preparation of the submittal. The Applicant's submittal shall be sufficiently specific, detailed, and complete to clearly and fully demonstrate the Applicant understands the proposed work requirements.

Attachment: Zev-Cohen (1211 : General Engineering Services Contracts)

State of Florida Department of State

I certify from the records of this office that ZEV COHEN & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on September 12, 1986.

The document number of this corporation is J32835.

I further certify that said corporation has paid all fees due this office through December 31, 2015, that its most recent annual report/uniform business report was filed on January 14, 2015, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Fourteenth day of January,
2015*



Ken Detzner
Secretary of State

Authentication ID: CC5215538348

To authenticate this certificate, visit the following site, enter this ID, and then follow the instructions displayed.

<https://efile.sunbiz.org/certauthver.html>

Attachment: Zev-Cohen (1211 : General Engineering Services Contracts)

1. Required Submittals



**ZEV COHEN
& ASSOCIATES, INC.**
Main Office: Ormond Beach
St. Augustine • Amelia Island • Edgewater

300 Interchange Blvd., Suite C
Ormond Beach, FL 32174
386-677-2482 • Fax: 386-677-2500
Website: www.ZevCohen.co

October 13, 2015

Mr. Walt Smyser
Deputy Public Works Director
City of Holly Hill
1065 Ridgewood Avenue
Holly Hill, Florida 32117

RE: RFQ-ENG-15-01
General Engineering Services Contract

Dear Mr. Smyser:

Zev Cohen & Associates, Inc., (ZCA) is pleased to submit the following response to the City of Holly Hill, RFQ-ENG-15-01 General Engineering Services. ZCA has teamed with Lassiter Transportation Group, Inc. (LTG), Universal Engineering Sciences (UES), Sliger & Associates, Inc. (S&A), and Heffington and Associates (H&A) to provide the City of Holly Hill with a qualified team of engineers, technicians and surveyors. All of the firms have many years of local experience that results in a vast knowledge of conditions that are unique to the City of Holly Hill. As President of ZCA and Principal-in-Charge for this response, I acknowledge that the ZCA Team can meet all of the requirements of the RFQ, including the insurance requirements.

Since 1977, ZCA has provided quality engineering services to public sector clients. During this time the principals and managers at ZCA have gained insight into how to be an effective and efficient extension of the local government's Staff. ZCA, LTG, UES, S&A and H&A all take pride in the proactive, problem-solving approach that we develop for our projects. We are all committed to delivering projects on-time and within budget in order to produce a successful project.

The following people are authorized to make representation for the ZCA Team:

M. Dwight DuRant, P.E.	Samuel C. Hamilton, Jr., P.E.	Robert J. Ball, P.E.
President	Senior Vice President	Vice President
ddurant@zevcohen.com	shamilton@zevcohen.com	bball@zevcohen.com

Mailing address: 300 Interchange Boulevard, Suite C, Ormond Beach, Florida 32174
Phone: (386) 677-2482 Fax: (386) 677-2505

Thank you for the opportunity to respond to this RFQ. We look forward to continue working with the City of Holly Hill and we hope that the following response shows that ZCA has the skills and knowledge to be selected for the City's General Engineering Services Contract.

Sincerely,
ZEV COHEN & ASSOCIATES, INC.

M. Dwight DuRant, P.E.
President

MDD/cd

LITIGATION STATEMENTS

General Statement

Due to the litigations nature of our profession, ZCA has defended a small number of minor claims in the past. However, since these claims were mostly frivolous, they were dismissed without obligation. ZCA has never had a judgment ruled against the company or its employees. Furthermore, ZCA has never had to utilize our insurance carrier in the form of a claim, nor have we been declared in default, terminated or removed from a contract or job related to the services we provide. Furthermore, ZCA has never been involved in any sort of litigation, investigation or claim (civil, criminal or professional) involving a government agency.

Activity within the Last Five Years

In 2012 there was a construction/maintenance claim in which ZCA was listed as a potential third party defendant. However, that claim was unfounded and has been resolved without fault.



RFQ-ENG-15-01
General Engineering Services Contract

CONFLICT OF INTEREST STATEMENT

Before me, the undersigned authority, personally appeared **M. Dwight DuRant, P.E.**, who was duly sworn, deposes, and states:

1. I am the **President** of **Zev Cohen & Associates, Inc.** with a local office in **Ormond Beach, Florida** and principal office in **Ormond Beach, Florida**.
2. The above named entity is submitting an Expression of Interest for the City of Holly Hill project described as **RFQ-ENG-15-01: General Engineering Services Contract**
3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.
4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting Qualifications for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.
7. Neither the entity, nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of City of Holly Hill.
9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with City of Holly Hill.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify City of Holly Hill in writing.

DATED this 13th day of October 2015.

Zev Cohen & Associates, Inc.
 (Name of PROPOSER)

 (Signature of person signing FORM)

M. Dwight DuRant, P.E.
 (Printed name of person signing FORM)

President
 (Title of person signing FORM)

Sworn to and subscribed before me
 This _____ day of _____
 20____.

 Signature of Notary (& Stamp)
 Notary Public, State of

 Personally Known _____ or
 Produced Identification _____
 (type of identification)

Attachment: Zev-Cohen (1211 : General Engineering Services Contracts)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



RFQ-ENG-15-01
General Engineering Services Contract

COMPLIANCE WITH THE PUBLIC RECORDS LAW

Upon award recommendation or thirty (30) days after closing, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Holly Hill.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to defend the City in the event we are forced to litigate the public records status of the company's documents.

DATED this 13th day of October 2015.

Zev Cohen & Associates, Inc.
 (Name of PROPOSER)

 (Signature of person signing FORM)

M. Dwight DuRant, P.E.
 (Printed name of person signing FORM)

President
 (Title of person signing FORM)

Project Number: **RFQ-ENG-15-01**

Sworn to and subscribed before me
 This _____ day of _____
 20____.

 Signature of Notary (& Stamp)
 Notary Public, State of _____

 Personally Known _____ or
 Produced Identification _____
 (type of identification)

Attachment: Zev-Cohen (1211 : General Engineering Services Contracts)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL



RFQ-ENG-15-01
General Engineering Services Contract

Request for Taxpayer Identification Number and Certification
(W-9 Form)

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.																																													
Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Zev Cohen & Associates, Inc.																																														
	2 Business name/disregarded entity name, if different from above																																														
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶ _____																																														
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)																																														
	5 Address (number, street, and apt. or suite no.) 300 Interchange Boulevard, Suite C																																														
	6 City, state, and ZIP code Ormond Beach, Florida 32174																																														
	7 List account number(s) here (optional)																																														
Part I Taxpayer Identification Number (TIN)																																															
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.																																															
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Part II Certification																																															
Under penalties of perjury, I certify that: - The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and - I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and - I am a U.S. citizen or other U.S. person (defined below); and - The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.																																															
Sign Here	Signature of U.S. person ▶	Date ▶ 10/13/2015																																													
General Instructions																																															
Section references are to the Internal Revenue Code unless otherwise noted. Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9. Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: - Form 1099-INT (interest earned or paid) - Form 1099-DIV (dividends, including those from stocks or mutual funds) - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) - Form 1099-S (proceeds from real estate transactions) - Form 1099-K (merchant card and third party network transactions) - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) - Form 1099-C (canceled debt) - Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2. By signing the filled-out form, you: - Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), - Certify that you are not subject to backup withholding, or - Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and - Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.																																															
Cat. No. 10231X Form W-9 (Rev. 12-2014)																																															

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Attachment: Zev-Cohen (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida statute 287.087 hereby certifies that **Zev Cohen & Associates, Inc.** does:

(Name of Business)

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 proposed 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 Qualification, the employee will propose 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.

DATED this 13th day of October 2015.

Zev Cohen & Associates, Inc.
 (Name of PROPOSER)

 (Signature of person signing FORM)

M. Dwight DuRant, P.E.
 (Printed name of person signing FORM)

President
 (Title of person signing FORM)

Sworn to and subscribed before me
 This _____ day of _____
 20____.

 Signature of Notary (& Stamp)
 Notary Public, State of _____

 Personally Known _____ or
 Produced Identification _____
 (type of identification)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Attachment: Zev-Cohen (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

PUBLIC ENTITY CRIME SWORN STATEMENT (FORM PUR 7068)
SWORN STATEMENT UNDER SECTION 287.133(3)(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to City of Holly Hill, Florida
 [print name of public entity]

by M. Dwight DuRant, P.E., President
 [print individual's name and title]

for Zev Cohen & Associates, Inc.
 [print name of entity submitting sworn statement]

whose business address is:

300 Interchange Blvd, Suite C, Ormond Beach, Florida, 32174

and (if applicable) its Federal Employer Identification Number (FEIN) is 59-2717554
 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime: or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.



RFQ-ENG-15-01
General Engineering Services Contract

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

 X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THE FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

 (Signature)

Date: 10/13/15

Sworn to and subscribed before me this 13th day of October 2015.

Personally known _____

Or Produced identification _____

 (Type of Identification)

Notary Public – State of _____

My commission expires _____

 (Printed, typed or stamped
 commission name of notary public)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Attachment: Zev-Cohen (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

AMERICANS WITH DISABILITIES ACT
AFFIDAVIT

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding CITY.

The CONTRACTOR will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the CITY be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Agreement for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the CITY, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

DATED this 13th day of October 2015.

Zev Cohen & Associates, Inc.
(Name of PROPOSER)

(Signature of person signing FORM)

M. Dwight DuRant, P.E.
(Printed name of person signing FORM)

President
(Title of person signing FORM)

Sworn to and subscribed before me
This _____ day of _____
20____.

Signature of Notary (& Stamp)
Notary Public, State of

Personally Known _____ or
Produced Identification _____
(type of identification)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Attachment: Zev-Cohen (1211 : General Engineering Services Contracts)



RFQ-ENG-15-01
General Engineering Services Contract

INSURANCE CONFIRMATION

On behalf of our client, **Zev Cohen & Associates, Inc.**

and by acknowledging with signature below, we have read and understand the insurance requirements for this Solicitation and Agreement. We can and will provide a Certificate of Insurance (COI) that is compliant with the insurance requirements stated in this Solicitation and Agreement should our client be awarded the project.



Signature of Agent

Richard Cooper, Agent

Print Name & Title

Mitchell-Noel Inc.

Agency

1400 Hand Ave., Ormond Beach, FL

Address

RFQ-ENG-15-01 General Engineering Services Contract

Project # & Title

10/7/15

Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Attachment: Zev-Cohen (1211 : General Engineering Services Contracts)

2. Project Approach

PROJECT APPROACH

OVERVIEW Zev Cohen & Associates, Inc. (ZCA) provides consulting engineering services to a variety of private and public sector clients. Currently ZCA is either prime or subconsultant on over 30 continuing service contracts with county or municipal governments. This provides ZCA with a clear understanding of the needs of our public sector clients, who seek trusted professionals to serve as an extension of their staff. ZCA understands this relationship and knows that there are three basic types of engineering services desired by the City of Holly Hill.

The first type of service can be categorized as the capital planning or long-term planning function. The City of Holly Hill has the responsibility of maintenance and oversight of roads, potable water, sanitary sewer, stormwater, reclaimed water and city-owned lands. The management of these facilities often involves compliance with regulatory requirements to provide master plans in order to comply with licensing/permitting. The completion of these types of projects typically involves a set procedure and timing so it is relatively easy to prepare for the updating or drafting of a new plan. ZCA has completed master stormwater plans, implemented capital improvement plans and set up design and construction schedules for these types of plans. We understand that revision and updates to these plans, as well as implementation, requires a coordinated approach involving technology, operations, and funding of the various infrastructure systems.

ZCA has successfully completed master plans for public infrastructure by focusing on:

1. Early identification of readily available data sources that minimize need for additional services.
2. Clarification with outside review agencies regarding the planning timeframe and minimum requirements.
3. Early coordination with the City's Management regarding the critical issues and items that need additional focus.
4. Identifying the specific goals and schedule early in the project and providing for a definite process of review and comment with the local government's project manager.

The second type of service required of the selected consultant is the short-term project that comes from either the residents or the local official. These are typically projects that are not included in adopted capital improvement plans and address a problem that recently occurred. These are the projects where the local staff needs an engineering firm that can focus on the main issue and identify a solution that resolves the issue quickly and efficiently and provide a professional and independent solution.

The last type of project is the emergency project that no one can plan for, but needs to be fixed immediately. When a force main breaks, a lift station fails or a stormwater facility overflows, there needs to be an engineer who can respond quickly, provide recommendations that will stop the emergency and swiftly execute set-up for the long-term resolution. ZCA's close proximity and experience in surrounding cities provides us with the background and experience in dealing with the day-to-day emergencies that may occur in the City of Holly Hill.

PROCESS The following summarizes the general process that ZCA has developed for the implementation of the City of Holly Hill Continuing Contract. This process reflects our experience in developing and implementing successful municipal projects. The goal is to work with the City of Holly Hill Staff to create a process that will effectively allow ZCA to serve as an extension of the City's Staff.

PROJECT APPROACH

1. Pre-Task Assignment

Immediately, upon award of a project under this Contract, ZCA will conduct a scope kick-off meeting with the City to 1.) Establish communication protocols, 2.) Gain a better understanding of the City's scope and, 3.) Review the schedule. After the initial scope kick-off meeting, ZCA will work with the City to develop standardized forms, invoice formats, communication protocols, etc. to make the administration process more efficient and expeditious. We want to take the burden of administration off of the City Staff to the maximum extent feasible.

2. Task Identification

Our approach to this project will be to thoroughly discuss, define and understand the goals and objectives with the Holly Hill Staff. ZCA will work closely with Holly Hill to clearly define the work to be done and to accurately estimate the time and costs required to complete the work. Upon completion of the meeting with the City and with a firm understanding of goals, a Letter of Agreement will be submitted to the City with the following information:

- Description of the overall project to be undertaken.
- A clearly defined scope of the work to be accomplished.
- An established list of project opportunities or constraints that influence the project.
- An outlined project approach.
- An estimated schedule for project completion identifying the critical path.
- A clearly identified list of deliverables for the project.
- An estimated total cost of the consulting services.

3. Task Progress

Upon written authorization to proceed, the ZCA Team shall conduct a design kick-off meeting to clearly identify task assignments. ZCA prides itself with providing frequent communication and project status reports ensuring that all design is progressing as expected and according to the defined goals. Our goal is to provide the City with the most personal attention and project guidance allowing the City to make well informed decisions in the best interest of all. ZCA shall meet with specifically targeted permitting agency representatives as needed to guide the process and clarify specific project goals and design methodologies. This personalized communication with agency reviewers ensures that the project progresses smoothly by clarifying simple issues that can lead to delays. This personalized communication with the agencies will be critical in maintaining relatively short design/permit time periods.

4. Completion

The ZCA Team understands the importance of successful documentation and completion of a project. The ZCA Team will provide support to the City of Holly Hill throughout the implementation process. The ZCA Team applies foresight inherent with experience and knowledge to proactively approach problem situations prior to the issues, resulting in saved time and money. This allows the project to stay on schedule and within budget. The acquired knowledge of construction methods combined with our objectivity results in the City receiving factual recommendations and continuous value engineering throughout the life of a particular project.

PROJECT APPROACH

CAPACITY AND SCHEDULE The ZCA Team is well prepared to provide responsive, effective service for the City throughout the term of the contract. The ZCA Team is committed to allocate the necessary resources to this project. With recent growth, our ZCA Team's technical and administrative resources are readily available in as much as their current and projected workload capacity is approximately 70%. ZCA is poised to begin work immediately for City of Holly Hill and commits to allocate the staff needed throughout the term of the contract.

QUALITY ASSURANCE/QUALITY CONTROL ZCA implements the Total Quality Management (TQM) approach to Quality Control (QC). Total Quality can be summarized as the culture, attitude and organization of a company that aims to provide its clients with products and services to satisfy their needs. This culture requires quality in all aspects of ZCA's operations, with a *"do it right the first time"* approach, so that defects and excess are eliminated.

Our successful ZCA Quality Control environment includes a committed and well-trained workforce that participates in quality improvement activities. On-going education and training of all employees supports the drive for quality. Team members are encouraged to take more responsibility, communicate more effectively, act creatively, and innovate. Their knowledge and skills are respected by management.

SUMMARY

Strong Project Manager with Principal involvement

- ZCA's Principals are involved in every project to further enhance the quality of product ZCA's experienced and capable Project Managers produce.

Team Leader

- ZCA typically is in the position of hiring the Subconsultants and coordinating their efforts to ensure the Clients goals are met. ZCA is in constant communication with the Client and Subconsultants throughout the course of a project.

Team Coordination

- Begin with kick-off meeting to have a clear understanding of the Client's goals including scope of work, budget and timeframe.
- Conduct periodic team meetings to coordinate the various elements of the design and permitting process.

Capabilities

- ZCA has seven Professional Engineers, five Staff Engineers, one Registered Landscape Architect, and two Landscape Designers. The engineers have completed a variety of civil site design and permitting with municipal projects. This blend of strong technical skills along with the creative influence of the Landscape Architectural and Planning Departments allow ZCA to produce a product which best meets the Client's needs.

Experience

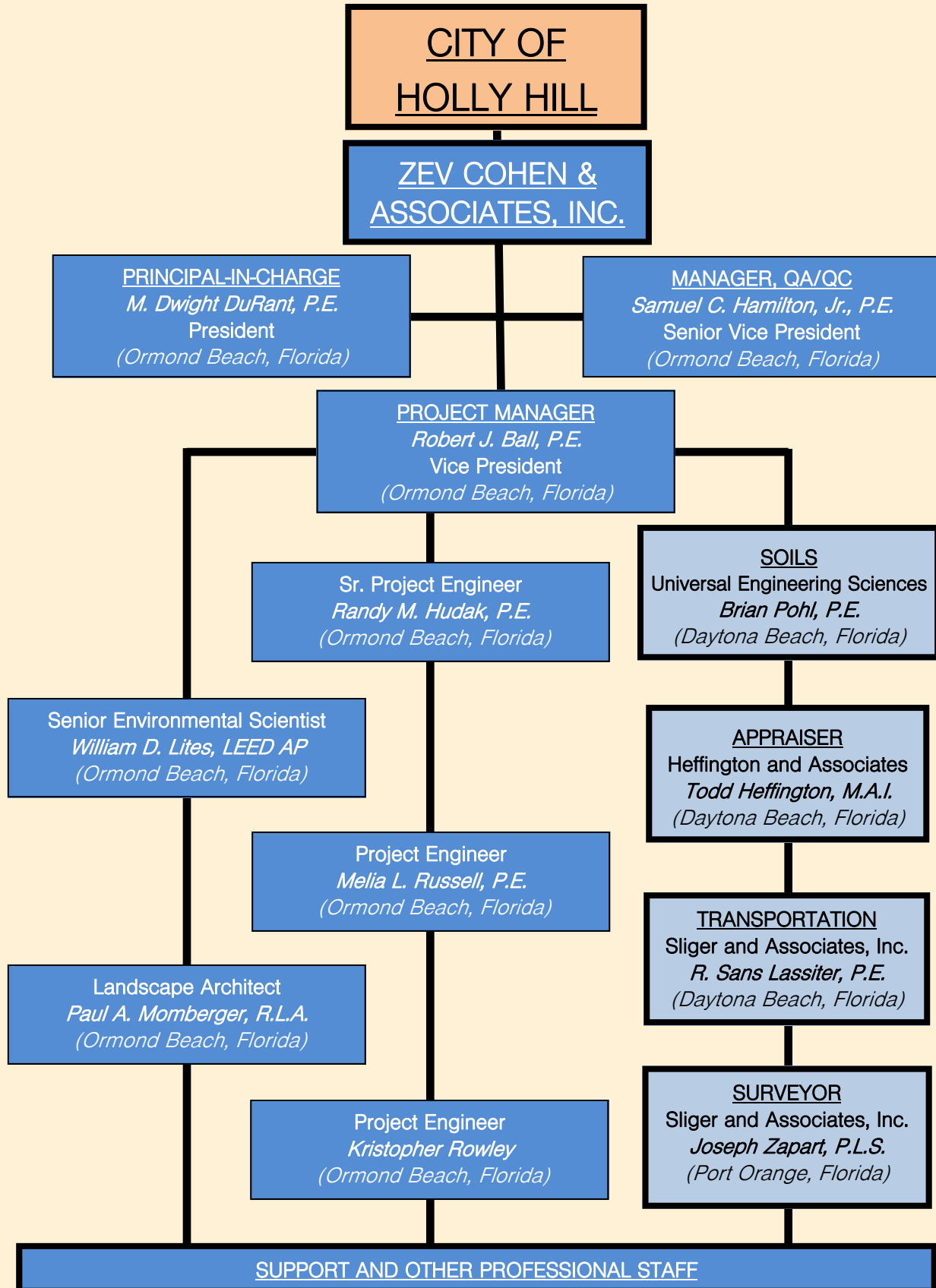
- ZCA has been in business for over 38 years and has a vast amount of experience and knowledge from these years. ZCA has implemented procedures and protocol as a result of these years of experience, which create a winning formula for ZCA and most importantly for the Client.

Quality Control

- ZCA's Quality Control Plan includes frequent documentation and record keeping. Review of concept and construction plans by an Engineer not involved in the Project.

3. Qualifications of Proposed Personnel

ORGANIZATIONAL CHART



The Project team presented in this RSQ is led by the Volusia County based firm, Zev Cohen & Associates, Inc. (ZCA). This team consists of a group of professionals that have a long-term relationship on multiple projects. The ZCA, Lassiter Transportation Group, Sliger and Associates, Inc., Universal Engineering Sciences, Heffington and Associates. Staffs presented herein consists of all local companies that will service the contract from their Volusia County Offices. Team consists of:

PRIME CONSULTANT

M. Dwight DuRant, P.E.

ddurant@zevcohen.com

Title: President

Years with ZCA: 29

Project Role: **Principal-In-Charge**

Education: B.S., Civil Engineering

University of Florida

300 Interchange Blvd, #C

Ormond Beach, FL 32174

(386) 677-2482

Dwight has acquired a diverse and extensive background in engineering and design analysis. He began his professional experience in 1983 and has worked continuously on engineering and design projects since that time. Dwight serves both private and public clients throughout the Southeast, and prides himself on his personal, hands-on services to a wide array of clients.

Samuel C. Hamilton, Jr., P.E.

shamilton@zevcohen.com

Title: Senior Vice President

Years with ZCA: 16

Project Role: **Manager, QA/QC**

Education: B.S., Civil Engineering

University of Florida

300 Interchange Blvd, #C

Ormond Beach, FL 32174

(386) 677-2482

Sam has designed and managed a multitude of private and public sector projects in the State of Florida. With many years of experience, Sam has an exceptional level of team building and project management skills which drive his projects to success with innovative ideas that meet or exceed his Client's expectations. He is an objective-driven, hands-on leader who takes a detail-oriented, time and cost-conscious approach to project management. Sam's philosophy of work quality and responsiveness has become a tradition at ZCA.

Robert J. Ball, P.E.

rball@zevcohen.com

Title: Vice President

Years with ZCA: 17

Project Role: **Project Manager**

Education: B.S., Civil Engineering

University of South Florida

300 Interchange Blvd, #C

Ormond Beach, FL 32174

(386) 677-2482

Bobby is best known for his judicious approach to problem solving, no matter the complexity. Bobby's energy, attention to detail and problem solving skills give him the ability to coordinate and expedite tasks by combining experience in engineering design with a diligent approach to project management. Bobby's strong technical ability and extensive knowledge of the local land development processes has won him the respect of his colleagues. His experience has also made him the prime candidate to serve as the lead engineer for several large ZCA clients including the Daytona International Speedway.

Randy M. Hudak, P.E.

rhudak@zevcohen.com

Title: Director of Engineering

Years with ZCA: 14

Project Role: **Sr. Project Engineer**

Education: B.S., Civil Engineering

University of Central Florida

300 Interchange Blvd, #C

Ormond Beach, FL 32174

(386) 677-2482

Randy's ability to coordinate and expedite a multitude of tasks results in the delivery of projects that are on time and within budget. Randy has enjoyed the opportunity to manage a wide variety of public and private sector projects which will enable him to cultivate a strong customer service oriented approach for the City of Holly Hill contract. This approach coupled with his strong technical foundation provides each client with a unique and tailored approach to their specific project goals.

Melia L. Russell, P.E.
mrussell@zevcohen.com

Title: Project Engineer

Years with ZCA: 12

Project Role: **Project Engineer**

Education: B.S., Civil Engineering

Embry-Riddle Aeronautical University

300 Interchange Blvd, #C

Ormond Beach, FL 32174

(386) 677-2482

Melia excels in complex planning, design and permitting projects, and provides our Clients with the best practical design and diligence in bringing projects to completion on time and under budget. Melia's attention to detail and organization are evident in all of her work. From design and permitting to final certification, Melia understands what it takes to provide the efficient and high quality services that Clients have come to expect from ZCA.

Kristopher Rowley
krowley@zevcohen.com

Title: Project Engineer

Years with ZCA: 2

Project Role: **Project Engineer**

Education: B.S., Civil Engineering

University of Central Florida

300 Interchange Blvd, #C

Ormond Beach, FL 32174

(386) 677-2482

Kris, a University of Central Florida graduate, is an essential member of the ZCA team. With his engineering knowledge and multi-tasking abilities, Kris successfully handles a multitude of projects and tasks. His familiarity with site design and utility and stormwater management is conducive to a variety of projects. His strong understanding of effective project coordination, allows Kris to produce high quality work while maintaining tight schedules and demands.

William (Bill) D. Lites, LEED AP
blites@zevcohen.com

Title: Director of Environmental
 Services

Years with ZCA: <1

Project Role: **Senior Scientist**

Education: B.S., Biology

University of Central Florida

300 Interchange Blvd, #C

Ormond Beach, FL 32174

(386) 677-2482

Bill has over 25 years of experience in ecological consulting, and planning. As a Senior Ecologist and project manager, Bill has a wide range of experience in: environmental planning and design; listed species surveys, permitting, and habitat management planning; habitat survey protocol design, survey, monitoring and reporting; wetland delineations, functional assessments, permitting, mitigation design, implementation, and management; wetland and upland restoration and enhancement; and ecological planning and design.

Paul A. Momberger, R.L.A.
pmomberger@zevcohen.com

Title: Director of Planning and
 Landscape Architecture

Years with ZCA: 16

Project Role: **Landscape Architect**

Education: B.S., Landscape Architecture

University of Florida

300 Interchange Blvd, #C

Ormond Beach, FL 32174

(386) 677-2482

Paul has a diverse background and an excellent working knowledge of land planning, urban design, and landscape architecture. As Director of Planning and Landscape Architecture for Zev Cohen & Associates, Inc., Paul leads his department by fully integrating landscape architecture and planning-related services with civil engineering, transportation and environmental services.

SUB-CONSULTANTS

Joseph Zapert, P.L.S.	Project Role: Surveyor	Sliger and Associates, Inc.
jzapert@sligerassociates.com	Education: Continuing Education,	3921 Nova Road
Title: President	24 credits every 2 years	Port Orange, FL 32127
Years with Sliger: 39		(386) 761-5385

Mr. Zapert has 41 years surveying. He is a licensed professional for 29 years preparing boundary, topographic, construction, as-built, hydrographic, specific purpose surveys.

Brian C. Pohl, P.E.	Project Role: Geotechnical Services	Universal Engineering Sciences
bpohl@uesorl.com	Education: B.S. Civil Engineering	911 Beville Road, Suite C
Title: Branch Manager	University of Central Florida	Daytona Beach, Florida 32119
Years with UES: 12 Years		(386) 756-1105

With 18 years of experience, Mr. Pohl has conducted geotechnical studies for roadway and bridge projects and land development. He has experience in design and monitoring of ground modification procedures for problematic soil conditions. In addition, Mr. Pohl has experience with proposed stormwater management facilities, as well as conducting evaluations on existing stormwater management facilities. Mr. Pohl has experience with various pavements, rigid and flexible design. Also, Mr. Pohl has provided earthwork recommendations for underground utilities within problematic soil conditions. Mr. Pohl has also performed Weap Analyses and Pile Driving Analyses for FDOT and commercial projects.

R. Sans Lassiter, P.E.	Project Role: Transportation Engineering/Planning	Lassiter Transportation Group, Inc.
rlassiter@lassitertransportation.com	Education: B.S., Electrical Engineering	123 Live Oak Avenue
Title: President	M.S., Engineering, Transportation	Daytona Beach, FL 32114
	Engineering, Univ. of Florida	(386) 257-2571

Mr. Lassiter has over 35 years of professional transportation engineering and planning experience that includes a variety of tasks, including comprehensive planning, PD&E studies, transportation modeling, ITS design and signal systems designs. His project experience covers much of the eastern seaboard from Maine to Florida and Mississippi to North Carolina. He has successfully managed contracts in all eight districts of Florida Department of Transportation, including the Turnpike District. Mr. Lassiter is a registered Professional Engineer in the State of Florida and he has knowledge and experience with several state-of-the-art software programs such as FSUTMS, GELS, CALA, HCS, SYNCHRO, SIDRAA, TRNSYT-7F and PASSER II.

R. Todd Heffington, M.A.I.	Project Role: Property Appraiser	Heffington & Associates
todd@heffingtonandassociates.com	Education: B.S. & M.A., Real Estate	911 Beville Rd, Suite 8
Title: Vice President	University of Florida	Daytona Beach, FL 32119
State Certified Real Estate Appraiser (State of Florida License RZ2368)		(386) 760-7601

Mr. Heffington has been practicing in Volusia County since 1993. He has conducted appraisals for numerous public agencies including the Florida Department of Transportation, District 5, Volusia County, and numerous cities in Volusia County. He has completed appraisals on all types of property with significant experience in eminent domain appraisals; Qualified as expert witness for Real Estate Valuation; Provided testimony in court hearings for condemnation, deficiency judgments, etc.

TEAM LICENSES

State of Florida

Board of Professional Engineers
Attests that
Zev Cohen & Associates, Inc



is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.
Expiration: 2/28/2017
Audit No: 228201703428
CA Lic. No: 4516

State of Florida

Board of Professional Engineers
Attests that
M. Dwight Durant, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2017
Audit No: 228201725200
P.E. Lic. No: 40318

State of Florida

Board of Professional Engineers
Attests that
Samuel C. Hamilton Jr., P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2017
Audit No: 228201725104
P.E. Lic. No: 39497

State of Florida

Board of Professional Engineers
Attests that
Robert Joseph Ball, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2017
Audit No: 228201727857
P.E. Lic. No: 60001

State of Florida

Board of Professional Engineers
Attests that
Randy Michael Hudak, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2017
Audit No: 228201728870
P.E. Lic. No: 65053

State of Florida

Board of Professional Engineers
Attests that
Melia Latch Russell, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2017
Audit No: 228201729530
P.E. Lic. No: 68357

State of Florida

Board of Professional Engineers
Attests that
Robert Sans Lassiter, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2017
Audit No: 228201714828
P.E. Lic. No: 34868

2015/2016
Volusia County Business Tax Receipt
Issued pursuant to F.S. 205 and Volusia County Code of Ordinances Chapter 114-1 by:
Volusia County Revenue Division - 123 W Indiana Ave, Room 103, DeLand, FL 32720 - 386-736-5938



Receipt # 200802560001 Expires: September 30, 2016
Business Location: 300 INTERCHANGE BLVD
Business Name: ZEV COHEN & ASSOCIATES INC
Owner Name: M DWIGHT DURANT
Mailing Address: 300 INTERCHANGE BLVD
ORMOND BEACH, FL 32174

BUSINESS TYPE	CODE	COUNT	TAX
Professional	461		\$30.00
Business Service	471	40	\$150.00

- * This receipt indicates payment of a tax, which is levied for the privilege of doing the type(s) of business listed above within Volusia County. This receipt is non-regulatory in nature and is not meant to be a certification of the holder's ability to perform the service for which he is registered. This receipt also does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.
- * The business must meet all County and/or Municipality planning and zoning requirements or this Business Tax Receipt may be revoked and all taxes paid would be forfeited.
- * The information contained on this Business Tax Receipt must be kept up to date. Contact the Volusia County Revenue Division for instructions on making changes to your account.

THIS PORTION OF THE BUSINESS TAX RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

RICK SCOTT, GOVERNOR
STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE
KEN LAWSON, SECRETARY

LICENSE NUMBER
LCC000062

The LANDSCAPE ARCHITECT BUSINESS
Named below HAS REGISTERED
Under the provisions of Chapter 481 FS.
Expiration date: NOV 30, 2015

ZEV COHEN & ASSOCIATES, INC
300 INTERCHANGE BLVD, SUITE C
ORMOND BEACH FL 32174




RICK SCOTT, GOVERNOR
STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE
KEN LAWSON, SECRETARY

LICENSE NUMBER
L4001063

The LANDSCAPE ARCHITECT
named below HAS REGISTERED
Under the provisions of Chapter 481 FS.
Expiration date: NOV 30, 2015

MOMBERGER, PAUL ALAN
100 N ST ANDREWS DR
ORMOND BEACH FL 32174




State of Florida

Board of Professional Engineers
Attests that
Brian C Pohl, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2017
Audit No: 228201727890
P.E. Lic. No: 60216

State of Florida

Board of Professional Engineers
Attests that
Universal Engineering Sciences, Inc.



is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.
Expiration: 2/28/2017
Audit No: 228201701198
CA Lic. No: 549



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500
License No: LB3019
Expiration Date: February 28, 2017

Professional Surveyor and Mapper Business License

SLIGER & ASSOCIATES, INC
3921 NOVA RD
PORT ORANGE, FL 32127-4910

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

State of Florida

Board of Professional Engineers
Attests that
Lassiter Transportation Group, Inc.



is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.
Expiration: 2/28/2017
Audit No: 228201702398
CA Lic. No: 9227

4. Similar Project Experience

SIMILAR PROJECT EXPERIENCE

Project: Holly Hill Marketplace, Holly Hill, Florida

Contact: Kurt Swartzlander, Admin. Services Dir., City of Holly Hill **Telephone:** 386-248-9444

Description: The City of Holly Hill (COHH) retained ZCA to develop a design that would reinvigorate the site from a functional and aesthetic perspective for present day use. ZCA's design included the addition of shell aggregate concrete paver pathways meandering throughout the courtyard and a centrally located "stage". ZCA developed a plan to improve the functionality of the parking through an improved "streetscape" design which is central to an overall improvement of the site by highlighting the entrance into City designated historic landmark. These streetscape improvements also included new sidewalks, pedestrian road crossings, landscape enhancements, and tree preservation.

Project: City of Holly Hill Public Library Expansion, Holly Hill, Florida

Contact: Kurt Swartzlander, Admin. Services Dir., City of Holly Hill **Telephone:** 386-248-9444

Description: ZCA was part of the team selected by the City of Holly Hill for the design of a 10,400 sq.ft. building with associated parking and stormwater improvements to replace the existing library and Chamber of Commerce. ZCA was responsible for civil site engineering, including drainage analysis and permitting. The permitting for this project includes the SJRWMD, the FDEP, the DOH, the FDOT (drainage and driveway permits), and the COHH. In an effort to assist the COHH in meeting the limited budget for this project, ZCA reduced our original consulting fee by half to help reduce project costs.

Project: Ormond Beach Downtown Master Stormwater Plan, Ormond Beach, Florida

Contact: Shawn Finley, P.E., Civil Engineer, City of Ormond Beach **Telephone:** 386-676-3201

Description: The City of Ormond Beach retained ZCA to evaluate stormwater needs and implement a program of off-line retention to support intensive redevelopment of sites within its Downtown Community. This work conformed to the City's Downtown Community Redevelopment Agency (CRA) Master Plan. The services included hydrologic and hydraulic modeling of the existing stormwater conveyance system, planning, retrofittings stormwater systems in redevelopment areas, and permitting these systems via the SJRWMD Conceptual Environmental Resource Permit. The project provides the City with a template of their stormwater requirements and infrastructure needs within their Downtown in order to assist in managing growth and economic development within the area.

Project: Andy Romano Beachfront Park, Ormond Beach, Florida

Contact: Joyce Shanahan, City Manager, City of Ormond Beach **Telephone:** 386-676-3201

Description: ZCA was selected by the City of Ormond Beach to design a five acre beachfront park. The park amenities include pavilions, picnic areas, seating, covered playground, splash park, dune restoration and native landscaping, ADA beach access, restroom and vending facilities, beachfront parking, and viewing terraces. ZCA also worked closely with the city to provide a public outreach and a community engagement plan which allowed members of the community to play a role in developing the park that would leave a lasting impression for visitors of ages.

SIMILAR PROJECT EXPERIENCE

Project: City of Port Orange P-13 Drainage Canal Study, Port Orange, Florida

Contact: Branford Adumuah, Dir. of Public Works, City of Port Orange **Tele.:** 386-506-5575

Description: ZCA provided drainage improvement to alleviate upstream flooding and reduce costs for the City by conducting a drainage basin study of ±99 acres with numerous streams, sloughs and inflow connection points. The canal was piped for a significant portion and stormwater treatment measures including ditch-checks and weirs were implemented prior to discharging into the Nova Canal.

Project: Community Development Block Grant Sidewalk Program, Port Orange, Florida

Contact: Wayne Clark, Dir. of Community Dev., City of Port Orange **Telephone:** 386-506-5600

Description: ZCA provided engineering services to the City of Port Orange for a Community Development Block Grant Sidewalk Program in conjunction with the Safe Routes to School Sidewalk Project. ZCA provided inventory and analysis, survey site assessment, right-of-way analysis, cost estimating, design, and permitting. Safety and ADA accessibility played an important role in the design of the routes.

Project: S.R. 40 Force Main Extension and Subdivision, Ormond Beach, Florida

Contact: John Noble, City Engineer, City Of Ormond Beach **Telephone:** 386-676-3269

Description: This 53-lot single-family residential subdivision required an in depth review and coordination by ZCA of the wetlands and stormwater modeling. In addition, ZCA coordinated a public/private partnership to extend a 1.3 mile force main along S.R. 40. QA and QC services were provided at every stage of the project, from design through construction.

Project: US Highway 1 Improvements, Daytona Beach, Florida

Contact: Steven Richart, Public Works Director, City of Daytona Beach **Tele.:** 386-671-8632

Description: ZCA provided design and permitting services for US 1 within the City of Daytona Beach. Funding for this project was provided by a FDOT Beautification Grant. ZCA coordinated with the city, FDOT, and multiple utility companies throughout the design and permitting process. ZCA adhered to all required guidelines including site distance clearance, maintenance of traffic, and recovery zones that are required in the FDOT Greenbook as they relate to vehicle and pedestrian safety.

Project: Hand Avenue Collector Road Upgrade, Ormond Beach, Florida

Contact: John Noble, City Engineer, City Of Ormond Beach **Telephone:** 386-676-3269

Description: ZCA provided civil engineering services for the 7,177 linear foot roadway corridor project for the upgrade of existing two-lanes from a rural section to an urban section, including intersection improvements and addition of multiple turn lanes, designed to City and FDOT standards. The project included design of 7,500+ feet of 16-inch, 12-inch and 8-inch water main along the corridor with two directional drills under the Florida East Coast Railroad. The corridor upgrade also includes new storm water system design and permitting with a complex lake inter-connect for flood control, also to be developed for use by canoe/kayak enthusiasts to traverse the various lake systems. ZCA integrated various computer models that involve the complex design and implementation of a new stormwater collection and conveyance system; part of an overall master plan to assist with flood abatement.

SIMILAR PROJECT EXPERIENCE

Project: Volusia County's Ocean Center Expansion, Daytona Beach, Florida
Contact: George Recktenwald, Director of Public Protection, Volusia County **Tele.:** 386-740-5120
Description: ZCA provided landscape and hardscape design for the 100,000 sq. ft. Ocean Center Expansion and the E-Zone streetscape project. The improvements were designed as multi-functional facilities which are being used as roadway and parking for vehicular traffic and also function as plaza/pedestrian-user facilities during specific times. ZCA's in-house coordination between the Landscape and Civil Engineering Departments ensured there were no construction problems with utility conflicts, grading, or ADA issues.

Project: Beach Street Force Main, Daytona Beach, Florida
Contact: Frank Van Pelt, Eng. Project Manager, City of Daytona Beach **Tele.:** 386-671-8635
Description: ZCA was contracted by the City of Daytona Beach to design and permit a 36" force main along Beach Street, extending from the intersection of Live Oak Street and Palmetto Avenue to the wastewater treatment plant along Freemont Court. ZCA provided preliminary plans to the City, to confirm the route, determine construction methods, and any other major components of the design, before proceeding with final design and permitting. The design complies with FDOT, DEP and the City of Daytona Beach Design Standards, and provides all necessary construction detail to adequately bid and efficiently construct the project.

Project: Wilmette Avenue Emergency Stormwater Pumping, Ormond Beach, Florida
Contact: John Noble, City Engineer, City Of Ormond Beach **Telephone:** 386-676-3269
Description: ZCA is the Engineer of Record for the construction of the Wilmette Avenue Emergency Stormwater Pumping. This project was brought about due to the flooding conditions that occurred following several heavy storm events in the later part of 2009. The City of Ormond Beach required the closure of Wilmette Avenue in order to erect two bypass stormwater pumps during a heavy storm event, in order to allow the water to drain out of the adjacent canal. The outcome of ZCA's design is the establishment of a permanent location where the stormwater bypass pumps can be brought in under emergency conditions and quickly set up in order to bypass the 60 inch RCP pipes under the roadway during a storm event without road closure. In doing so, the City is also installing 60 inch flap gates on the four stormwater crossing pipes under the roadway, to better control the tidal conditions that exist in this canal. This project was funded by FEMA to assist the City with flood control.

Project: Water Main Replacement Project, Ormond Beach, Florida
Contact: John Noble, City Engineer, City Of Ormond Beach **Telephone:** 386-676-3269
Description: The 2-inch Water Main Replacement Project for the City of Ormond Beach consists of approximately 23,000 linear feet of main replacement to upgrade the City distribution system to current City standards. Approximately 25% of the replacement line was installed by horizontal directional drilling while the remainder was installed through open pavement cut procedure. Due to the project being spread out through the City's Mainland area, ZCA had to obtain nine (9) different Health Department Permits in order to handle to diverse locations and system connection points. A strong focus was placed upon site restoration following installation so that the City maintains their neighborhood friendly approach to construction.

5. Innovative/Cost Saving Ideas

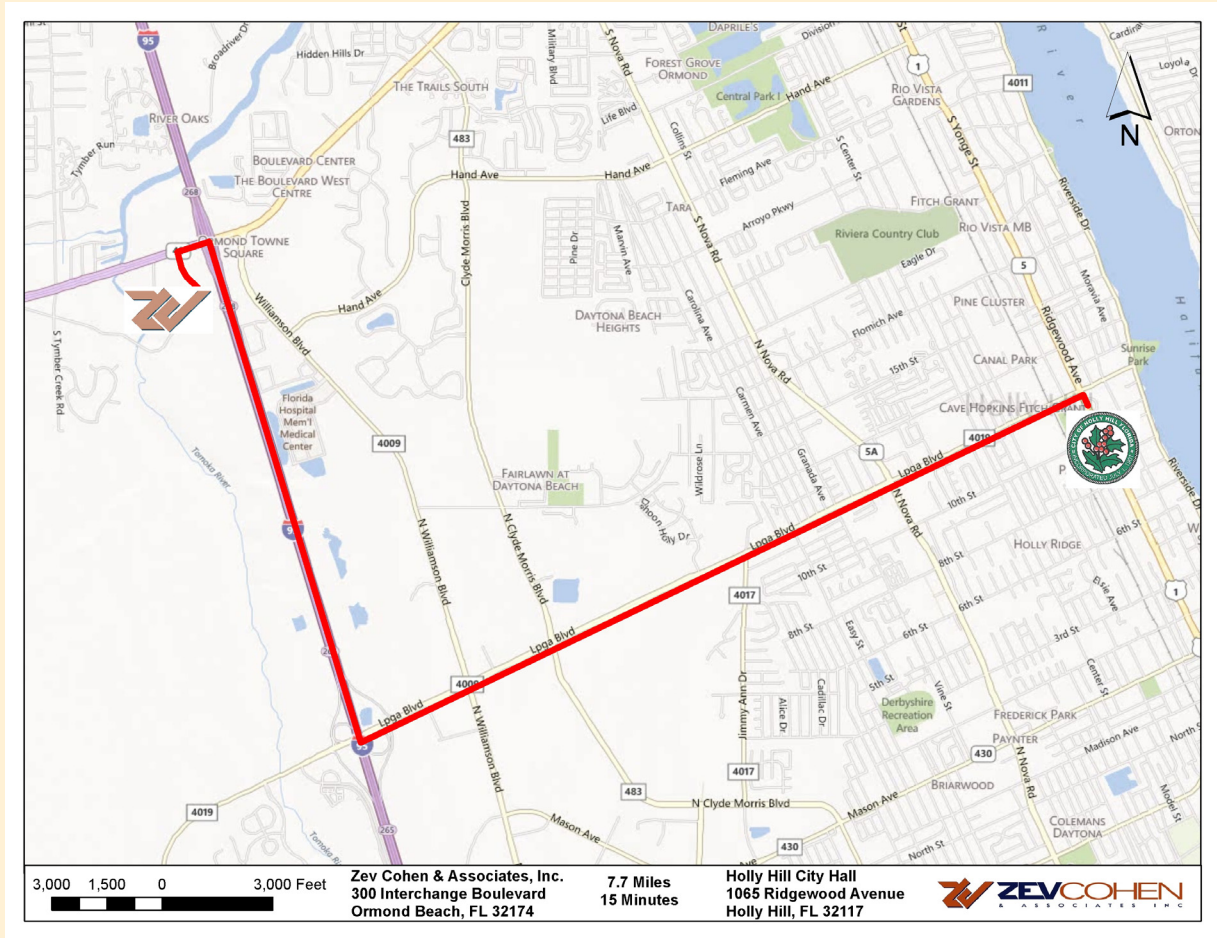
INNOVATIVE/COST SAVING IDEAS

The ZCA Team understands that as an extension of the City's Staff, efficiency is the key; there will always be a demand to accomplish tasks quicker, cheaper and better. The scope of the projects to be assigned under the continuing services contract is wide-ranging and involves a variety of technologies. There are certain practices that the ZCA Team implements that will provide cost savings via utilization of new or different technologies. The following summarize some of the broad-based approaches that the ZCA Team uses to reduce costs:

1. **Avoid tunnel vision:** An improvement or repair to a particular City facility may open an opportunity to improve other facilities at a reduced cost. Road projects exemplify this technique. When a road is being repaired, it may be an opportunity to improve underground utilities, sidewalks or other facilities within the right-of-way so that mobilization and contracting costs are reduced.
2. **Use other people's money:** The competition for grants and other funding sources is fierce and being able to leverage local funds with state and federal funds will provide a benefit to the local government. As an example, ZCA has been able to use FEMA funding for projects in Ormond Beach for stormwater improvements. Additionally, ZCA, while working for the City of Port Orange was able to complete sidewalk improvements using Community Development Block Grant funds.
3. **Don't buy a Cadillac when a Chevy will do:** This is a simple philosophy that ZCA has embraced. The critical element is developing plans that provide for a long-term solution without breaking the bank. ZCA has the knowledge and experience to know what material or construction method will get the job done satisfactorily, quickly and within budget.
4. **Make sure that maintenance will not cost more than the original improvement:** Any improvement or repair to a particular type of infrastructure that involves new or different technology must be verified as to the requirements for future maintenance.
5. **Use readily available data whenever possible.** The current availability of site specific data from various sources (SJRWMD, Volusia County GIS, etc.) allow for quick and convenient access to valuable data needed for preliminary planning and design. This reduces human resources and the need for detailed field surveys or studies.
6. **Measure twice, cut once:** The QA/QC process helps refine this concept, but it goes beyond a review of the plans or documents. ZCA is able to be on a project site within 15 to 20 minutes. This means that we can have a real-world understanding of the project site and the surroundings so that mistakes are not made at the beginning.
7. **Keep it simple:** Even though ZCA may avoid tunnel vision, we are aware that scope-creep can be disastrous to a project's budget. Once the scope and the end deliverable are set, ZCA will expeditiously complete the tasks needed to complete the project.

6. Location of Firm

LOCATION OF FIRM





STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: November 10, 2015
FROM: Kurt Swartzlander
SUBJECT: A Resolution of the City Commission of the City of Holly Hill, Volusia County, Florida, Amending the Final Budget for the City of Holly Hill for the Fiscal Year 2014-2015; and Providing for Severability; and Providing for an Effective Date.
NUMBER: (ID # 1217)
APPLICANT:
PLANNER:

DISCUSSION: Per Florida Statute 166.241 the City of Holly Hill may amend its budget throughout the year and up to 60 days following end of the budget year. This budget amendment is the annual year-end “clean-up” amendment, adjusting both revenues estimates to reflect actual year end revenues and adjusting expenditures to reflect appropriated adjustments and actual expenditures.

FISCAL ANALYSIS: Budget Amendments as attached. This amendment includes all amendments adopted by the commission throughout the year and end of year true-ups for all accounts.

STAFF RECOMMENDATION: Approve Resolution 2015-R-62 amending the Fiscal Year 2014-2015 Budget.

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 RESOLUTION 2015-R-62, AMENDING THE FISCAL YEAR
2014-2015 APPROPRIATIONS BUDGET.**

ATTACHMENTS:

- Final Amended Budget 14-15 (PDF)

Resolution No. (ID # 1217)**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, AMENDING THE FINAL BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2014-2015; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.****RESOLUTION 2015-R-62**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, VOLUSIA COUNTY, FLORIDA, AMENDING THE FINAL BUDGET FOR THE CITY OF HOLLY HILL FOR THE FISCAL YEAR 2014-2015; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Holly Hill of Volusia County Florida, set forth the amended appropriations and revenue estimate for the Budget for Fiscal Year 2014-2015.

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

SECTION 1. The Fiscal Year 2014-2015 final Budget shall be amended per “Attachment A”.

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 adoption by the City Commission.

APPROVED AND AUTHENTICATED on this 10th day of November, 2015.

REVENUES			
Fund	Fund Name	Original Budget	Amended Budget
1 Total	GENERAL FUND	8,855,800	9,088,800
2 Total	LOCAL OPTION FUEL TAX	248,400	241,400
3 Total	RECREATION RR&R FUND	3,000	16,000
4 Total	PERMITTING	276,400	278,500
5 Total	SIDEWALK	500	500
6 Total	FIRE VICTIMS FUND	100	100
101 Total	LAW ENFORCEMNT IMPACT FEE	1,000	2,500
102 Total	FIRE IMPACT FEE TRST ACCT	1,000	3,300
103 Total	ROAD IMPACT FEE TRST ACCT	2,000	8,800
104 Total	PARK IMPACT FEE TRST ACCT	500	2,100
110 Total	LAW ENFORCEMENT TRUST FD	5,000	42,200
115 Total	H H POLICE EXPLORERS	900	1,600
120 Total	RECREATION ACTIVITY FUND	3,000	3,700
125 Total	RED LIGHT CAMERA PROGRAM	170,800	39,100
130 Total	COMMUNITY REDEVELOPMT	4,077,500	4,077,500
131 Total	CRA DEBT SERVICE FUND	399,600	399,600
132 Total	CRA 2013 DEBT SERVICE FND	447,900	447,900
139 Total	CRA PROJECTS FUND	3,654,800	26,500
140 Total	CDBG FUND	78,000	88,500
150 Total	POLICE GRANT FUND	0	4,400
301 Total	CAPITAL PROJECTS	0	0
400 Total	WATER & SEWER FUND	7,008,600	7,008,600
407 Total	PROPRIETARY R&R FUND	1,052,600	869,400
460 Total	STORMWATER FUND	2,383,700	2,383,700
461 Total	STORMWTR DRAINAGE DEBT SV	353,700	353,700
463 Total	SRF LOAN #70906P RESERVE	0	0
471 Total	DEBT SERVICE	944,700	944,700
472 Total	STATE LOAN DEBT SERVICE	160,500	160,500
474 Total	W&S SERIES 2005 DEBT	109,900	109,900
475 Total	W&S SRF - 2005 DEBT	40,800	40,800
476 Total	W&S SRF - 2007 DEBT	329,300	329,300
477 Total	W&S R&R SERIES 2011 DEBT	328,800	328,800
478 Total	W&S WTR MTR,SER.2013 DEBT	172,200	172,200
480 Total	RENEWAL & REPLACEMENT	1,375,600	1,380,500
481 Total	WATER IMPACT FEES	4,300	2,800
482 Total	SEWER IMPACT FEES	4,000	3,900
487 Total	W&S R&R BOND SERIES 2011	66,000	20,200
488 Total	W&S SER.2013 CONSTR FUND	0	16,000
495 Total	SOLID WASTE ENTERPRISE	1,951,100	2,176,200
Grand Total		34,512,000	31,074,200

EXPENSES			
Fund	Fund Name	Original Budget	Amended Budget
1 Total	GENERAL FUND	8,855,800.00	9,088,800.00
2 Total	LOCAL OPTION FUEL TAX	248,400.00	241,400.00
3 Total	RECREATION RR&R FUND	3,000.00	16,000.00
4 Total	PERMITTING	276,400.00	278,500.00
5 Total	SIDEWALK	500.00	500.00
6 Total	FIRE VICTIMS FUND	100.00	100.00
101 Total	LAW ENFORCEMNT IMPACT FEE	1,000.00	2,500.00
102 Total	FIRE IMPACT FEE TRST ACCT	1,000.00	3,300.00
103 Total	ROAD IMPACT FEE TRST ACCT	2,000.00	8,800.00
104 Total	PARK IMPACT FEE TRST ACCT	500.00	2,100.00
110 Total	LAW ENFORCEMENT TRUST FD	5,000.00	42,200.00
115 Total	H H POLICE EXPLORERS	900.00	1,600.00
120 Total	RECREATION ACTIVITY FUND	3,000.00	3,700.00
125 Total	RED LIGHT CAMERA PROGRAM	170,800.00	39,100.00
130 Total	COMMUNITY REDEVELOPMT	4,077,500.00	4,077,500.00
131 Total	CRA DEBT SERVICE FUND	399,600.00	399,600.00
132 Total	CRA 2013 DEBT SERVICE FND	447,900.00	447,900.00
139 Total	CRA PROJECTS FUND	3,654,800.00	26,500.00
140 Total	CDBG FUND	78,000.00	88,500.00
150 Total	POLICE GRANT FUND	0.00	4,400.00
400 Total	WATER & SEWER FUND	7,008,600.00	7,008,600.00
407 Total	PROPRIETARY R&R FUND	1,052,600.00	869,400.00
460 Total	STORMWATER FUND	2,383,700.00	2,383,700.00
461 Total	STORMWTR DRAINAGE DEBT SV	353,700.00	353,700.00
471 Total	DEBT SERVICE	944,700.00	944,700.00
472 Total	STATE LOAN DEBT SERVICE	160,500.00	160,500.00
474 Total	W&S SERIES 2005 DEBT	109,900.00	109,900.00
475 Total	W&S SRF - 2005 DEBT	40,800.00	40,800.00
476 Total	W&S SRF - 2007 DEBT	329,300.00	329,300.00
477 Total	W&S R&R SERIES 2011 DEBT	328,800.00	328,800.00
478 Total	W&S WTR MTR,SER.2013 DEBT	172,200.00	172,200.00
480 Total	RENEWAL & REPLACEMENT	1,375,600.00	1,380,500.00
481 Total	WATER IMPACT FEES	4,300.00	2,800.00
482 Total	SEWER IMPACT FEES	4,000.00	3,900.00
487 Total	W&S R&R BOND SERIES 2011	66,000.00	20,200.00
488 Total	W&S SER.2013 CONSTR FUND	0.00	16,000.00
495 Total	SOLID WASTE ENTERPRISE	1,951,100.00	2,176,200.00
Grand Total		34,512,000.00	31,074,200.00

REVENUES					
Fund	Acct #	Fund Name	Description	Original Budget	Amended Budget
1	100003111000	GENERAL FUND	CURRENT AD-VALOREM TAXES	2,443,800	2,474,300
1	100003112000	GENERAL FUND	DELINQUENT AD-VALOREM TAX	4,000	15,600
1	100003124100	GENERAL FUND	1ST LOCAL OPTION FUEL TAX	157,000	137,200
1	100003125100	GENERAL FUND	FIRE INS/FIRE PENSION	57,000	55,100
1	100003125200	GENERAL FUND	INS TAX/POLICE PENSION	55,000	102,000
1	100003141000	GENERAL FUND	ELECTRICITY	834,000	942,400
1	100003143000	GENERAL FUND	WATER UTILITY TAX	244,000	245,500
1	100003144000	GENERAL FUND	NATURAL GAS UTILITY TAX	12,300	20,900
1	100003148000	GENERAL FUND	PROPANE UTILITY TAX	20,000	17,000
1	100003151000	GENERAL FUND	TELECOMMUNICATIONS	401,300	380,000
1	100003160000	GENERAL FUND	LOCAL BUSINESS TAX	190,000	184,000
1	100003231000	GENERAL FUND	ELECTRICITY	745,000	787,600
1	100003234000	GENERAL FUND	GAS	11,400	15,700
1	100003239100	GENERAL FUND	TOWING SERVICE	41,700	41,700
1	100003291000	GENERAL FUND	OTHER PERMITS AND FEES	0	6,300
1	100003291030	GENERAL FUND	GOLF CART REGIST-RESIDENT	0	0
1	100003292000	GENERAL FUND	OL FIRE INSPECTION FEES	20,000	25,600
1	100003312600	GENERAL FUND	BULLETPROOF VEST GRANT	0	3,000
1	100003347500	GENERAL FUND	STATE GRANT	0	4,400
1	100003347510	GENERAL FUND	FDACS GRANT	0	58,400
1	100003351200	GENERAL FUND	STATE REVENUE SHARING	345,900	361,800
1	100003351400	GENERAL FUND	MOBILE HOME LICENSES	15,000	15,500
1	100003351500	GENERAL FUND	ALCOHOL BEVERAGE TAX	7,300	7,000
1	100003351800	GENERAL FUND	LOCAL GOVT 1/2 CENT TAX	574,100	554,600
1	100003352100	GENERAL FUND	FIREFIGHTER SUPPL. COMP.	3,000	3,400
1	100003371000	GENERAL FUND	GENERAL GOV GRANT	0	700
1	100003377000	GENERAL FUND	PORT AUTHORITY GRANT	175,000	175,000
1	100003382000	GENERAL FUND	CITY SHARE/COUNTY BUS TAX	8,000	8,500
1	100003421010	GENERAL FUND	COPIES/POLICE RPTS/OTHER	1,000	1,300
1	100003421020	GENERAL FUND	FINGERPRINTS/FALSE ALARMS	200	200
1	100003422020	GENERAL FUND	FIRE PLAN REVIEW FEES	1,000	800
1	100003449010	GENERAL FUND	MEDIAN MAINTENANCE-DOT	31,800	31,800
1	100003449012	GENERAL FUND	TRAFFIC SIGNAL MAINT-DOT	13,300	13,200
1	100003449015	GENERAL FUND	HWY LIGHTING MAINT - DOT	46,300	46,300
1	100003472100	GENERAL FUND	PROGRAM ACTIVITY FEES	4,500	4,800
1	100003474050	GENERAL FUND	REGISTRATION FEES	0	1,100
1	100003474300	GENERAL FUND	PROMOTIONAL ACTIVITY	800	1,000
1	100003475300	GENERAL FUND	SICA HALL REVENUES	7,200	8,500
1	100003492020	GENERAL FUND	REZONING	1,000	1,200
1	100003492050	GENERAL FUND	SUBDIVISION	500	0
1	100003492071	GENERAL FUND	RESIDENTIAL VARIANCE	500	1,000
1	100003492080	GENERAL FUND	ZONING VERIFICATION LETTR	100	100
1	100003492100	GENERAL FUND	PASS-THRU LEG.ADS,ADV,LEG	3,600	7,000

Fund	Acct #	Fund Name	Description	Original Budget	Amended Budget
1	100003494000	GENERAL FUND	CERTIFICATN/COPIES/RESRCH	7,000	5,300
1	100003495030	GENERAL FUND	SITE PLAN REVIEW	2,000	4,300
1	100003495040	GENERAL FUND	SPECIAL EXCEPTION	2,000	1,000
1	100003512000	GENERAL FUND	CIRCUIT COURT-CRIMINAL	3,300	3,900
1	100003512030	GENERAL FUND	POLICE EDUCATION	100	100
1	100003515000	GENERAL FUND	TRAFFIC COURT	45,000	17,800
1	100003515030	GENERAL FUND	POLICE EDUCATION	3,000	1,500
1	100003519000	GENERAL FUND	OTHER	0	0
1	100003540000	GENERAL FUND	LOCAL ORDINANCE VIOLATION	20,000	9,800
1	100003611000	GENERAL FUND	INVESTMENTS	2,000	4,100
1	100003611500	GENERAL FUND	STI - SUNTRUST INVESTMENT	100	0
1	100003644100	GENERAL FUND	SURPLUS SALES/EQUIP ETC	0	16,500
1	100003651000	GENERAL FUND	SURPLUS MATLS/SCRAP SALES	0	0
1	100003669000	GENERAL FUND	CONTRIB/GRANTS/DONATIONS	0	200
1	100003669040	GENERAL FUND	FMIT SAFETY GRANT	0	3,000
1	100003669050	GENERAL FUND	SPONSORSHIPS	0	3,500
1	100003692010	GENERAL FUND	COLLECTIONS ADMIN FEE	10,000	7,800
1	100003692020	GENERAL FUND	COLLECTION AGENCY FEES	20,000	13,900
1	100003693030	GENERAL FUND	INSURANCE	0	4,500
1	100003698010	GENERAL FUND	SUNTRUST P-CARD REBATES	0	27,900
1	100003699000	GENERAL FUND	MISC REVENUES	20,000	10,800
1	100003801000	GENERAL FUND	APPROPRIATED FUND BAL	1,612,100	1,555,200
1	100003801100	GENERAL FUND	APPROP RES-POLICE EDUC	0	1,200
1	100003811000	GENERAL FUND	TRANSFER FRM W&S FUND	531,800	531,800
1	100003817000	GENERAL FUND	TRANSFER FRM SOLID WASTE	50,000	50,000
1	100003817500	GENERAL FUND	TRANSFER FRM STORMWATER	50,000	50,000
1	100003818000	GENERAL FUND	TRANS FRM HOLLY HILL PAL	0	3,200
1	100003818500	GENERAL FUND	TFR FROM RED LIGHT CAMERA	800	0
1 Total		GENERAL FUND		8,855,800	9,088,800
2	200003124210	LOCAL OPTION FUEL TAX	2ND LOCAL OPTION FUEL TAX	118,400	111,400
2	200003611500	LOCAL OPTION FUEL TAX	STI - SUNTRUST INVESTMENT	0	0
2	200003801000	LOCAL OPTION FUEL TAX	APPROPRIATED FUND BAL	130,000	130,000
2 Total		LOCAL OPTION FUEL TAX		248,400	241,400
3	300003611000	RECREATION RR&R FUND	INVESTMENTS	0	0
3	300003801000	RECREATION RR&R FUND	APPROPRIATED FUND BAL	3,000	16,000
3 Total		RECREATION RR&R FUND		3,000	16,000
4	400003220000	PERMITTING	BUILDING PERMITS	1,000	3,400
4	400003221000	PERMITTING	BUILDING	47,800	49,400
4	400003221100	PERMITTING	ELECTRIC	7,800	10,400
4	400003221200	PERMITTING	PLUMBING	5,500	2,500
4	400003221300	PERMITTING	MECHANICAL PERMITS	8,100	10,300
4	400003291000	PERMITTING	OTHER PERMITS AND FEES	2,600	2,200
4	400003291011	PERMITTING	APLIC FEE-RES BLDG PERMIT	14,300	12,200
4	400003291012	PERMITTING	APLIC FEE-COM BLDG PERMIT	13,100	10,300

Fund	Acct #	Fund Name	Description	Original Budget	Amended Budget
4	400003291013	PERMITTING	APLIC FEE-RES ACCES STRCT	1,100	1,100
4	400003292022	PERMITTING	SECOND RE-INSPECTION	100	0
4	400003292120	PERMITTING	O/S-PERMIT PLAN REVIEWS	100	0
4	400003293031	PERMITTING	CHANGE SUB-CONTRACTOR FEE	0	0
4	400003293032	PERMITTING	PLACARD FEE	2,000	1,800
4	400003293033	PERMITTING	PLACARD REPLACEMENT FEE	0	0
4	400003293034	PERMITTING	PERMIT RENEWAL (ACTIVE)	0	0
4	400003611000	PERMITTING	INVESTMENTS	0	0
4	400003699000	PERMITTING	MISC REVENUES	300	200
4	400003816000	PERMITTING	TRANS FRM GEN FUND	172,600	174,700
4 Total		PERMITTING		276,400	278,500
5	500003449020	SIDEWALK	SIDEWALK FEE	500	500
5	500003611000	SIDEWALK	INVESTMENTS	0	0
5 Total		SIDEWALK		500	500
6	600003611000	FIRE VICTIMS FUND	INVESTMENTS	0	0
6	600003669000	FIRE VICTIMS FUND	CONTRIB/GRANTS/DONATIONS	100	100
6 Total		FIRE VICTIMS FUND		100	100
101	10100003241100	LAW ENFORCEMNT IMPACT FEE	RESIDENTIAL-PUBLIC SAFETY	500	600
101	10100003241200	LAW ENFORCEMNT IMPACT FEE	COMMERCIAL-PUBLIC SAFETY	500	1,900
101	10100003611500	LAW ENFORCEMNT IMPACT FEE	STI - SUNTRUST INVESTMENT	0	0
101 Total		LAW ENFORCEMNT IMPACT FEE		1,000	2,500
102	10200003241100	FIRE IMPACT FEE TRST ACCT	RESIDENTIAL-PUBLIC SAFETY	500	700
102	10200003241200	FIRE IMPACT FEE TRST ACCT	COMMERCIAL-PUBLIC SAFETY	500	2,600
102	10200003611500	FIRE IMPACT FEE TRST ACCT	STI - SUNTRUST INVESTMENT	0	0
102 Total		FIRE IMPACT FEE TRST ACCT		1,000	3,300
103	10300003243100	ROAD IMPACT FEE TRST ACCT	RESIDENTIAL-ROADS/TRANSP	1,000	800
103	10300003243200	ROAD IMPACT FEE TRST ACCT	COMMERCIAL-ROADS/TRANSP	1,000	8,000
103	10300003611500	ROAD IMPACT FEE TRST ACCT	STI - SUNTRUST INVESTMENT	0	0
103	10300003699100	ROAD IMPACT FEE TRST ACCT	ADMINISTRATIVE FEE (1%)	0	0
103 Total		ROAD IMPACT FEE TRST ACCT		2,000	8,800
104	10400003246100	PARK IMPACT FEE TRST ACCT	RESIDENTIAL-PARKS/CULTURAL	500	2,100
104	10400003611500	PARK IMPACT FEE TRST ACCT	STI - SUNTRUST INVESTMENT	0	0
104 Total		PARK IMPACT FEE TRST ACCT		500	2,100
110	11000003582000	LAW ENFORCEMENT TRUST FD	ASSETS SEIZED BY LAW ENF	5,000	42,100
110	11000003611000	LAW ENFORCEMENT TRUST FD	INVESTMENTS	0	100
110	11000003611500	LAW ENFORCEMENT TRUST FD	STI - SUNTRUST INVESTMENT	0	0
110 Total		LAW ENFORCEMENT TRUST FD		5,000	42,200
115	11500003611000	H H POLICE EXPLORERS	INVESTMENTS	0	0
115	11500003801000	H H POLICE EXPLORERS	INVESTMENTS	0	200
115	11500003669010	H H POLICE EXPLORERS	EXPLORERS/VIP DONATIONS	900	1,400
115 Total		H H POLICE EXPLORERS		900	1,600
120	12000003611500	RECREATION ACTIVITY FUND	STI - SUNTRUST INVESTMENT	0	0
120	12000003801000	RECREATION ACTIVITY FUND	APPROPRIATED FUND BAL	3,000	3,700
120 Total		RECREATION ACTIVITY FUND		3,000	3,700

Fund	Acct #	Fund Name	Description	Original Budget	Amended Budget
125	12500003540111	RED LIGHT CAMERA PROGRAM	RED LIGHT CAMERA FINES	170,000	39,100
125	12500003540112	RED LIGHT CAMERA PROGRAM	RED LIGHT HEARING FEES	800	0
125	12500003611000	RED LIGHT CAMERA PROGRAM	INVESTMENTS	0	0
125 Total		RED LIGHT CAMERA PROGRAM		170,800	39,100
130	13000003111000	COMMUNITY REDEVELOPMT	CURRENT AD-VALOREM TAXES	889,900	892,900
130	13000003344920	COMMUNITY REDEVELOPMT	FDOT MAST ARM PROJECT	94,000	94,000
130	13000003383000	COMMUNITY REDEVELOPMT	INTERGOVT SHARE OF TIF	934,400	984,600
130	13000003474300	COMMUNITY REDEVELOPMT	PROMOTIONAL ACTIVITY	1,000	0
130	13000003611000	COMMUNITY REDEVELOPMT	INVESTMENTS	800	2,800
130	13000003611500	COMMUNITY REDEVELOPMT	STI - SUNTRUST INVESTMENT	200	100
130	13000003624010	COMMUNITY REDEVELOPMT	MARKET LEASE REVENUE	55,000	72,500
130	13000003693030	COMMUNITY REDEVELOPMT	INSURANCE	0	7,600
130	13000003699000	COMMUNITY REDEVELOPMT	MISC REVENUES	0	400
130	13000003801000	COMMUNITY REDEVELOPMT	APPROPRIATED FUND BAL	2,102,200	2,022,600
130 Total		COMMUNITY REDEVELOPMT		4,077,500	4,077,500
131	13100003611500	CRA DEBT SERVICE FUND	STI - SUNTRUST INVESTMENT	0	0
131	13100003801000	CRA DEBT SERVICE FUND	APPROPRIATED FUND BAL	3,200	0
131	13100003816400	CRA DEBT SERVICE FUND	TRANS FRM COMM REDEVELOP	396,400	399,600
131 Total		CRA DEBT SERVICE FUND		399,600	399,600
132	13200003611500	CRA 2013 DEBT SERVICE FND	STI - SUNTRUST INVESTMENT	0	0
132	13200003816400	CRA 2013 DEBT SERVICE FND	TRANS FRM COMM REDEVELOP	447,900	447,900
132 Total		CRA 2013 DEBT SERVICE FND		447,900	447,900
139	13900003611500	CRA PROJECTS FUND	STI - SUNTRUST INVESTMENT	0	300
139	13900003801000	CRA PROJECTS FUND	APPROPRIATED FUND BAL	3,654,800	26,200
139 Total		CRA PROJECTS FUND		3,654,800	26,500
140	14000003315010	CDBG FUND	CDBG	78,000	88,500
140 Total		CDBG FUND		78,000	88,500
150	15000003312410	POLICE GRANT FUND	POLICE-JAG GRANT	0	4,400
150 Total		POLICE GRANT FUND		0	4,400
301	30100003611500	CAPITAL PROJECTS	STI - SUNTRUST INVESTMENT	0	0
301 Total		CAPITAL PROJECTS		0	0
400	40000003433000	WATER & SEWER FUND	WATER UTILITY	2,210,800	7,100
400	40000003433001	WATER & SEWER FUND	INSIDE, APARTMENT	0	288,400
400	40000003433002	WATER & SEWER FUND	INSIDE, COMMERCIAL	0	479,900
400	40000003433003	WATER & SEWER FUND	INSIDE, CHURCH	0	7,800
400	40000003433004	WATER & SEWER FUND	INSIDE, GOVERNMENT	0	24,800
400	40000003433005	WATER & SEWER FUND	INSIDE, MULTI-FAMILY	0	240,200
400	40000003433006	WATER & SEWER FUND	INSIDE, MOBILE HOME	0	110,000
400	40000003433007	WATER & SEWER FUND	INSIDE, RESIDENTIAL	0	946,200
400	40000003433008	WATER & SEWER FUND	INSIDE, RESIDENT-COMMERCL	0	16,200
400	40000003433012	WATER & SEWER FUND	OUTSIDE, COMMERCIAL	0	2,500
400	40000003433017	WATER & SEWER FUND	OUTSIDE, RESIDENTIAL	0	38,500
400	40000003433022	WATER & SEWER FUND	IRRIG, INSIDE, COMMERCIAL	0	95,300
400	40000003433024	WATER & SEWER FUND	IRRIG, INSIDE, GOVERNMENT	0	12,900

Fund	Acct #	Fund Name	Description	Original Budget	Amended Budget
400	40000003433027	WATER & SEWER FUND	IRRIG,INSIDE, RESIDENTIAL	0	600
400	40000003433028	WATER & SEWER FUND	IRRIG,INSIDE,RESID-COMMER	0	200
400	40000003433092	WATER & SEWER FUND	WATER METER CONNECTION	0	1,500
400	40000003433093	WATER & SEWER FUND	WATER SERVICE CHARGES	0	13,300
400	40000003433094	WATER & SEWER FUND	WATER CUT-OFF CHARGES	0	38,400
400	40000003433095	WATER & SEWER FUND	WATER HYDRANT RENTAL	0	14,300
400	40000003435000	WATER & SEWER FUND	SEWER/WASTEWATER UTILITY	2,269,100	0
400	40000003435050	WATER & SEWER FUND	SEWER, INSIDE	0	134,800
400	40000003435051	WATER & SEWER FUND	SEWER, INSIDE, APARTMENT	0	326,400
400	40000003435052	WATER & SEWER FUND	SEWER, INSIDE, COMMERCIAL	0	430,800
400	40000003435053	WATER & SEWER FUND	SEWER, INSIDE, CHURCH	0	8,700
400	40000003435054	WATER & SEWER FUND	SEWER, INSIDE, GOVERNMENT	0	25,900
400	40000003435055	WATER & SEWER FUND	SEWER,INSIDE,MULTI-FAMILY	0	275,000
400	40000003435056	WATER & SEWER FUND	SEWER,INSIDE, MOBILE HOME	0	125,700
400	40000003435057	WATER & SEWER FUND	SEWER,INSIDE, RESIDENTIAL	0	1,074,700
400	40000003435058	WATER & SEWER FUND	SEWER,INSIDE,RESID-COMMER	0	16,600
400	40000003435062	WATER & SEWER FUND	SEWER,OUTSIDE, COMMERCIAL	0	2,000
400	40000003435067	WATER & SEWER FUND	SEWER,OUTSIDE,RESIDENTIAL	0	41,800
400	40000003435072	WATER & SEWER FUND	SEWER, REUSE, COMMERCIAL	0	3,600
400	40000003439020	WATER & SEWER FUND	BPA TESTING/MTCE PROGRAM	0	0
400	40000003611000	WATER & SEWER FUND	INVESTMENTS	1,000	2,500
400	40000003611500	WATER & SEWER FUND	STI - SUNTRUST INVESTMENT	0	0
400	40000003622110	WATER & SEWER FUND	T-MOBILE	15,200	11,400
400	40000003622120	WATER & SEWER FUND	SPRINT PCS	13,200	15,200
400	40000003651000	WATER & SEWER FUND	SURPLUS MATLS/SCRAP SALES	0	500
400	40000003697000	WATER & SEWER FUND	PENALTY REVENUES	161,200	176,400
400	40000003699000	WATER & SEWER FUND	MISC REVENUES	12,800	7,800
400	40000003801000	WATER & SEWER FUND	APPROPRIATED FUND BAL	1,274,700	1,123,300
400	40000003814000	WATER & SEWER FUND	TRANSFER FROM R&R CAP PRJ	0	0
400	40000003817700	WATER & SEWER FUND	TRANSF FROM W&S R&R	1,050,600	867,400
400 Total		WATER & SEWER FUND		7,008,600	7,008,600
407	40700003433101	PROPRIETARY R&R FUND	INSIDE CITY LIMITS	287,500	271,700
407	40700003433110	PROPRIETARY R&R FUND	OUTSIDE CITY LIMITS	4,000	4,600
407	40700003435150	PROPRIETARY R&R FUND	INSIDE CITY LIMITS	287,500	272,300
407	40700003435160	PROPRIETARY R&R FUND	OUTSIDE CITY LIMITS	4,000	4,200
407	40700003611000	PROPRIETARY R&R FUND	INVESTMENTS	0	200
407	40700003801000	PROPRIETARY R&R FUND	APPROPRIATED FUND BAL	469,600	316,400
407 Total		PROPRIETARY R&R FUND		1,052,600	869,400
460	46000003439080	STORMWATER FUND	NON AD-VALOREM STORMWATER	790,500	757,700
460	46000003439081	STORMWATER FUND	STORMWATER, APARTMENT	0	16,100
460	46000003439082	STORMWATER FUND	STORMWATER, COMMERCIAL	0	18,400
460	46000003439085	STORMWATER FUND	STORMWATER, MULTI-FAMILY	0	5,600
460	46000003439089	STORMWATER FUND	DELINQ NON AD-VAL STRMWTR	0	1,500
460	46000003611000	STORMWATER FUND	INVESTMENTS	0	1,900

Fund	Acct #	Fund Name	Description	Original Budget	Amended Budget
460	46000003611500	STORMWATER FUND	STI - SUNTRUST INVESTMENT	0	0
460	46000003801200	STORMWATER FUND	APPROP RES-STRM DRAIN	1,551,200	1,540,500
460	46000003811000	STORMWATER FUND	TRANSFER FRM W&S FUND	42,000	42,000
460 Total		STORMWATER FUND		2,383,700	2,383,700
461	46100003611500	STORMWTR DRAINAGE DEBT SV	STI - SUNTRUST INVESTMENT	0	0
461	46100003817500	STORMWTR DRAINAGE DEBT SV	TRANSFER FRM STORMWATER	353,700	353,700
461 Total		STORMWTR DRAINAGE DEBT SV		353,700	353,700
463	46300003611500	SRF LOAN #70906P RESERVE	STI - SUNTRUST INVESTMENT	0	0
463 Total		SRF LOAN #70906P RESERVE		0	0
471	47100003611500	DEBT SERVICE	STI - SUNTRUST INVESTMENT	0	0
471	47100003811000	DEBT SERVICE	TRANSFER FRM W&S FUND	944,700	944,700
471 Total		DEBT SERVICE		944,700	944,700
472	47200003611500	STATE LOAN DEBT SERVICE	STI - SUNTRUST INVESTMENT	0	0
472	47200003811000	STATE LOAN DEBT SERVICE	TRANSFER FRM W&S FUND	160,500	160,500
472 Total		STATE LOAN DEBT SERVICE		160,500	160,500
474	47400003611500	W&S SERIES 2005 DEBT	STI - SUNTRUST INVESTMENT	0	0
474	47400003801000	W&S SERIES 2005 DEBT	APPROPRIATED FUND BAL	2,700	2,700
474	47400003811000	W&S SERIES 2005 DEBT	TRANSFER FRM W&S FUND	107,200	107,200
474 Total		W&S SERIES 2005 DEBT		109,900	109,900
475	47500003611500	W&S SRF - 2005 DEBT	STI - SUNTRUST INVESTMENT	0	0
475	47500003811000	W&S SRF - 2005 DEBT	TRANSFER FRM W&S FUND	40,800	40,800
475 Total		W&S SRF - 2005 DEBT		40,800	40,800
476	47600003611500	W&S SRF - 2007 DEBT	STI - SUNTRUST INVESTMENT	0	0
476	47600003811000	W&S SRF - 2007 DEBT	TRANSFER FRM W&S FUND	329,300	329,300
476 Total		W&S SRF - 2007 DEBT		329,300	329,300
477	47700003611500	W&S R&R SERIES 2011 DEBT	STI - SUNTRUST INVESTMENT	0	0
477	47700003811000	W&S R&R SERIES 2011 DEBT	TRANSFER FRM W&S FUND	328,800	328,800
477 Total		W&S R&R SERIES 2011 DEBT		328,800	328,800
478	47800003811000	W&S WTR MTR,SER.2013 DEBT	TRANSFER FRM W&S FUND	172,200	172,200
478 Total		W&S WTR MTR,SER.2013 DEBT		172,200	172,200
480	48000003611000	RENEWAL & REPLACEMENT	INVESTMENTS	0	2,000
480	48000003611500	RENEWAL & REPLACEMENT	STI - SUNTRUST INVESTMENT	0	0
480	48000003811000	RENEWAL & REPLACEMENT	TRANSFER FRM W&S FUND	1,375,600	1,378,500
480 Total		RENEWAL & REPLACEMENT		1,375,600	1,380,500
481	48100003242100	WATER IMPACT FEES	RESIDENTIAL-PHYSICAL ENVN	2,100	1,400
481	48100003242200	WATER IMPACT FEES	COMMERCIAL-PHYSICAL ENVIR	2,200	1,400
481	48100003611500	WATER IMPACT FEES	STI - SUNTRUST INVESTMENT	0	0
481 Total		WATER IMPACT FEES		4,300	2,800
482	48200003242100	SEWER IMPACT FEES	RESIDENTIAL-PHYSICAL ENVN	2,000	1,900
482	48200003242200	SEWER IMPACT FEES	COMMERCIAL-PHYSICAL ENVIR	2,000	1,900
482	48200003611500	SEWER IMPACT FEES	STI - SUNTRUST INVESTMENT	0	100
482 Total		SEWER IMPACT FEES		4,000	3,900
487	48700003801000	W&S R&R BOND SERIES 2011	APPROPRIATED FUND BAL	66,000	20,200
487 Total		W&S R&R BOND SERIES 2011		66,000	20,200

Fund	Acct #	Fund Name	Description	Original Budget	Amended Budget
488	48800003801000	W&S SER.2013 CONSTR FUND	APPROPRIATED FUND BAL	0	16,000
488 Total		W&S SER.2013 CONSTR FUND		0	16,000
495	49500003237000	SOLID WASTE ENTERPRISE	SOLID WASTE FRANCHISE FEE	0	1,000
495	49500003434040	SOLID WASTE ENTERPRISE	REFUSE	1,950,000	243,700
495	49500003434041	SOLID WASTE ENTERPRISE	REFUSE, APARTMENT	0	140,500
495	49500003434042	SOLID WASTE ENTERPRISE	REFUSE, COMMERCIAL	0	737,000
495	49500003434043	SOLID WASTE ENTERPRISE	REFUSE, CHURCH	0	13,200
495	49500003434044	SOLID WASTE ENTERPRISE	REFUSE, GOVERNMENT	0	10,800
495	49500003434045	SOLID WASTE ENTERPRISE	REFUSE, MULTI-FAMILY	0	80,700
495	49500003434046	SOLID WASTE ENTERPRISE	REFUSE, MOBILE HOME	0	28,500
495	49500003434047	SOLID WASTE ENTERPRISE	REFUSE, RESIDENTIAL	0	888,000
495	49500003434048	SOLID WASTE ENTERPRISE	REFUSE, RESIDENT-COMMERCL	0	29,900
495	49500003611000	SOLID WASTE ENTERPRISE	INVESTMENTS	0	1,900
495	49500003611500	SOLID WASTE ENTERPRISE	STI - SUNTRUST INVESTMENT	100	0
495	49500003699500	SOLID WASTE ENTERPRISE	RECYCLING REVENUES	1,000	1,000
495 Total		SOLID WASTE ENTERPRISE		1,951,100	2,176,200
Grand Total				34,512,000	31,074,200

EXPENSES					
Fund	Account	Fund Name	Description	Original Budget	Amended Budget
1	111015111100	GENERAL FUND	EXECUTIVE SALARIES	44,000.00	44,200.00
1	111015112100	GENERAL FUND	FICA/MEDICARE TAXES	3,400.00	3,400.00
1	111015112300	GENERAL FUND	LIFE & HEALTH INSURANCE	35,400.00	33,700.00
1	111015112400	GENERAL FUND	WORKERS COMP INSURANCE	100.00	100.00
1	111015112500	GENERAL FUND	UNEMPLOYMENT COMP	700.00	700.00
1	111015114001	GENERAL FUND	REGULAR TRAVEL	3,600.00	3,600.00
1	111015114200	GENERAL FUND	POSTAGE, FRT, EXPRESS	100.00	100.00
1	111015114700	GENERAL FUND	PRINTING & BINDING	300.00	700.00
1	111015115100	GENERAL FUND	OFFICE SUPPLIES	0.00	400.00
1	111015115205	GENERAL FUND	MEETING EXPENSE	0.00	500.00
1	111015115220	GENERAL FUND	CLOTHING & EQUIPMENT	0.00	200.00
1	111015115400	GENERAL FUND	BOOKS/PUBL/SUBSCR/MEMBERS	7,800.00	7,800.00
1	111015115501	GENERAL FUND	TRAINING & EDUCATION COST	7,300.00	7,300.00
1	112015121100	GENERAL FUND	EXECUTIVE SALARIES	110,000.00	120,800.00
1	112015121200	GENERAL FUND	REGULAR SALARIES & WAGE	48,500.00	49,700.00
1	112015122100	GENERAL FUND	FICA TAXES	12,300.00	14,400.00
1	112015122200	GENERAL FUND	RETIREMENT CONTRIBUTION	31,700.00	28,600.00
1	112015122300	GENERAL FUND	LIFE & HEALTH INSURANCE	14,900.00	14,100.00
1	112015122400	GENERAL FUND	WORKERS COMP INSURANCE	400.00	400.00
1	112015122500	GENERAL FUND	UNEMPLOYMENT COMP	2,400.00	1,700.00
1	112015123150	GENERAL FUND	LEGAL/OFFICIAL ADVERTISING	12,000.00	18,800.00
1	112015123400	GENERAL FUND	OTHER SERVICES	19,000.00	19,000.00
1	112015124001	GENERAL FUND	REGULAR TRAVEL	3,400.00	3,400.00
1	112015124100	GENERAL FUND	COMMUNICATION SERVICES	1,200.00	600.00
1	112015124200	GENERAL FUND	POSTAGE, FRT, EXPRESS	2,500.00	3,600.00
1	112015124400	GENERAL FUND	RENTALS & LEASES	1,400.00	1,400.00
1	112015124611	GENERAL FUND	MAINTENANCE CONTRACTS	3,000.00	3,000.00
1	112015124650	GENERAL FUND	VEHICLE REPAIRS	600.00	600.00
1	112015124700	GENERAL FUND	PRINTING & BINDING	7,500.00	7,500.00
1	112015124810	GENERAL FUND	PROMO ACT.-SPECIAL EVENTS	0.00	3,000.00
1	112015124901	GENERAL FUND	MISC EXPENSE	3,600.00	3,600.00
1	112015124960	GENERAL FUND	ELECTION EXPENSE	10,000.00	700.00
1	112015125100	GENERAL FUND	OFFICE SUPPLIES	5,000.00	5,000.00
1	112015125205	GENERAL FUND	MEETING EXPENSE	2,100.00	2,100.00
1	112015125219	GENERAL FUND	UNIFORMS	400.00	400.00
1	112015125250	GENERAL FUND	FUEL & OIL SUPPLIES	2,000.00	2,000.00
1	112015125400	GENERAL FUND	BOOKS/PUBL/SUBSCR/MEMBERS	6,000.00	6,000.00
1	112015125501	GENERAL FUND	TRAINING & EDUCATION COST	4,400.00	4,400.00
1	112015128250	GENERAL FUND	PASS-THROUGH CONTRIBUTION	0.00	1,700.00
1	112015143101	GENERAL FUND	PROFESSIONAL SERVICES	110,000.00	96,500.00
1	112015153101	GENERAL FUND	PROFESSIONAL SERVICES	55,000.00	65,200.00
1	113015131100	GENERAL FUND	EXECUTIVE SALARIES	95,900.00	100,000.00
1	113015131200	GENERAL FUND	REGULAR SALARIES & WAGE	174,500.00	183,300.00
1	113015131400	GENERAL FUND	OVERTIME	200.00	200.00

Fund	Account	Fund Name	Description	Original Budget	Amended Budget
1	113015132100	GENERAL FUND	FICA/MEDICARE TAXES	20,900.00	21,300.00
1	113015132200	GENERAL FUND	RETIREMENT CONTRIBUTION	22,200.00	22,900.00
1	113015132300	GENERAL FUND	LIFE & HEALTH INSURANCE	36,500.00	37,500.00
1	113015132400	GENERAL FUND	WORKERS COMP INSURANCE	600.00	600.00
1	113015132500	GENERAL FUND	UNEMPLOYMENT COMP	4,100.00	4,200.00
1	113015133200	GENERAL FUND	ACCOUNTING & AUDITING	69,000.00	69,000.00
1	113015133400	GENERAL FUND	OTHER SERVICES	55,500.00	8,100.00
1	113015134001	GENERAL FUND	REGULAR TRAVEL	2,600.00	2,600.00
1	113015134100	GENERAL FUND	COMMUNICATION SERVICES	600.00	700.00
1	113015134200	GENERAL FUND	POSTAGE, FRT, EXPRESS	40,000.00	40,000.00
1	113015134400	GENERAL FUND	RENTALS & LEASES	8,400.00	8,400.00
1	113015134601	GENERAL FUND	REPAIRS & MAINTENANCE	0.00	100.00
1	113015134611	GENERAL FUND	MAINTENANCE CONTRACTS	3,000.00	3,000.00
1	113015134700	GENERAL FUND	PRINTING & BINDING	17,000.00	17,000.00
1	113015134901	GENERAL FUND	MISC EXPENSE	500.00	500.00
1	113015134959	GENERAL FUND	BAD DEBT EXPENSE	14,000.00	14,000.00
1	113015135100	GENERAL FUND	OFFICE SUPPLIES	14,300.00	14,100.00
1	113015135201	GENERAL FUND	OPERATING SUPPLIES	0.00	100.00
1	113015135205	GENERAL FUND	MEETING EXPENSE	200.00	200.00
1	113015135219	GENERAL FUND	UNIFORM EXPENSE	1,500.00	1,000.00
1	113015135220	GENERAL FUND	CLOTHING & EQUIP	2,500.00	2,500.00
1	113015135400	GENERAL FUND	BOOKS/PUBL/SUBSCR/MEMBERS	1,500.00	1,500.00
1	113015135501	GENERAL FUND	TRAINING & EDUCATION COST	900.00	900.00
1	113015136400	GENERAL FUND	MACHINERY & EQUIPMENT	0.00	2,900.00
1	113035131200	GENERAL FUND	REGULAR SALARIES & WAGE	131,900.00	133,200.00
1	113035131400	GENERAL FUND	OVERTIME	300.00	300.00
1	113035132100	GENERAL FUND	FICA/MEDICARE TAXES	10,200.00	10,300.00
1	113035132200	GENERAL FUND	RETIREMENT CONTRIBUTION	9,800.00	9,900.00
1	113035132300	GENERAL FUND	LIFE & HEALTH INSURANCE	35,800.00	35,900.00
1	113035132400	GENERAL FUND	WORKERS COMP INSURANCE	400.00	400.00
1	113035132500	GENERAL FUND	UNEMPLOYMENT COMP	2,000.00	2,100.00
1	113035135219	GENERAL FUND	UNIFORM EXPENSE	0.00	500.00
1	113065161200	GENERAL FUND	REGULAR SALARIES & WAGE	71,800.00	73,900.00
1	113065161300	GENERAL FUND	OTHER SALARIES & WAGES	13,900.00	20,400.00
1	113065162100	GENERAL FUND	FICA/MEDICARE TAXES	6,700.00	7,200.00
1	113065162200	GENERAL FUND	RETIREMENT CONTRIBUTION	5,300.00	6,800.00
1	113065162300	GENERAL FUND	LIFE & HEALTH INSURANCE	7,500.00	7,600.00
1	113065162400	GENERAL FUND	WORKERS COMP INSURANCE	300.00	300.00
1	113065162500	GENERAL FUND	UNEMPLOYMENT COMP	1,300.00	1,400.00
1	113065163400	GENERAL FUND	OTHER SERVICES	50,000.00	53,000.00
1	113065164001	GENERAL FUND	REGULAR TRAVEL	1,800.00	1,800.00
1	113065164100	GENERAL FUND	COMMUNICATION SERVICES	53,000.00	53,000.00
1	113065164200	GENERAL FUND	POSTAGE, FRT, EXPRESS	500.00	500.00
1	113065164400	GENERAL FUND	RENTALS & LEASES	7,400.00	7,400.00
1	113065164601	GENERAL FUND	REPAIRS & MAINTENANCE	6,200.00	6,200.00

Fund	Account	Fund Name	Description	Original Budget	Amended Budget
1	113065164602	GENERAL FUND	COMPUTERS	400.00	700.00
1	113065164611	GENERAL FUND	MAINTENANCE CONTRACTS	21,500.00	22,600.00
1	113065164700	GENERAL FUND	PRINTING & BINDING	0.00	0.00
1	113065164901	GENERAL FUND	MISC EXPENSE	0.00	0.00
1	113065165100	GENERAL FUND	OFFICE SUPPLIES	500.00	500.00
1	113065165202	GENERAL FUND	COMPUTERS	12,800.00	14,700.00
1	113065165219	GENERAL FUND	UNIFORM EXPENSE	200.00	200.00
1	113065165400	GENERAL FUND	BOOKS/PUBL/SUBSCR/MEMBERS	200.00	200.00
1	113065165501	GENERAL FUND	TRAINING & EDUCATION COST	1,200.00	1,200.00
1	113065166200	GENERAL FUND	BUILDINGS	0.00	16,000.00
1	113065166400	GENERAL FUND	MACHINERY & EQUIPMENT	84,000.00	51,900.00
1	113105131200	GENERAL FUND	REGULAR SALARIES & WAGE	53,800.00	57,000.00
1	113105132100	GENERAL FUND	FICA/MEDICARE TAXES	4,200.00	4,500.00
1	113105132200	GENERAL FUND	RETIREMENT CONTRIBUTION	4,000.00	4,200.00
1	113105132300	GENERAL FUND	LIFE & HEALTH INSURANCE	7,400.00	7,400.00
1	113105132400	GENERAL FUND	WORKERS COMP INSURANCE	100.00	100.00
1	113105132500	GENERAL FUND	UNEMPLOYMENT COMP	900.00	900.00
1	113105133101	GENERAL FUND	PROFESSIONAL SERVICES	37,700.00	37,700.00
1	113105133430	GENERAL FUND	EMPLOY ADS/JOB OPPORTUNIT	2,500.00	2,500.00
1	113105134001	GENERAL FUND	REGULAR TRAVEL	500.00	500.00
1	113105134100	GENERAL FUND	COMMUNICATION SERVICES	600.00	600.00
1	113105134200	GENERAL FUND	POSTAGE, FRT, EXPRESS	500.00	500.00
1	113105134400	GENERAL FUND	RENTALS & LEASES	700.00	700.00
1	113105134500	GENERAL FUND	INSURANCE/NON-EMPLOYEE	204,100.00	206,100.00
1	113105134501	GENERAL FUND	INSURANCE CONTINGENCY	7,500.00	6,100.00
1	113105134611	GENERAL FUND	MAINTENANCE CONTRACTS	400.00	600.00
1	113105134901	GENERAL FUND	MISC EXPENSE	0.00	200.00
1	113105134910	GENERAL FUND	OTHER SPECIAL COSTS	17,000.00	17,000.00
1	113105134929	GENERAL FUND	OTHER PERSONAL SERVICES	3,800.00	3,800.00
1	113105135100	GENERAL FUND	OFFICE SUPPLIES	500.00	500.00
1	113105135219	GENERAL FUND	UNIFORM EXPENSE	200.00	200.00
1	113105135400	GENERAL FUND	BOOKS/PUBL/SUBSCR/MEMBERS	1,000.00	1,000.00
1	113105135501	GENERAL FUND	TRAINING & EDUCATION COST	5,000.00	5,000.00
1	113105143101	GENERAL FUND	PROFESSIONAL SERVICES	25,000.00	20,900.00
1	121105211100	GENERAL FUND	EXECUTIVE SALARIES	75,800.00	77,800.00
1	121105211200	GENERAL FUND	REGULAR SALARIES & WAGE	914,000.00	983,900.00
1	121105211300	GENERAL FUND	OTHER SALARIES & WAGES	56,000.00	27,600.00
1	121105211400	GENERAL FUND	OVERTIME	58,300.00	78,400.00
1	121105211500	GENERAL FUND	INCENTIVE PAY	13,200.00	13,200.00
1	121105212100	GENERAL FUND	FICA TAXES	85,400.00	86,900.00
1	121105212200	GENERAL FUND	RETIREMENT CONTRIBUTION	573,000.00	630,000.00
1	121105212300	GENERAL FUND	LIFE & HEALTH INSURANCE	180,800.00	180,900.00
1	121105212400	GENERAL FUND	WORKERS COMP INSURANCE	33,900.00	33,900.00
1	121105212500	GENERAL FUND	UNEMPLOYMENT COMP	16,700.00	16,400.00
1	121105213101	GENERAL FUND	PROFESSIONAL SERVICES	16,900.00	11,400.00

Fund	Account	Fund Name	Description	Original Budget	Amended Budget
1	121105213400	GENERAL FUND	OTHER SERVICES	5,900.00	5,900.00
1	121105213490	GENERAL FUND	HUMANE SOCIETY SERVICES	35,000.00	28,100.00
1	121105213500	GENERAL FUND	INVESTIGATION COSTS	4,300.00	2,000.00
1	121105214001	GENERAL FUND	REGULAR TRAVEL	500.00	2,800.00
1	121105214100	GENERAL FUND	COMMUNICATION SERVICES	6,200.00	6,200.00
1	121105214200	GENERAL FUND	POSTAGE, FRT, EXPRESS	700.00	700.00
1	121105214400	GENERAL FUND	RENTALS & LEASES	5,600.00	5,600.00
1	121105214601	GENERAL FUND	REPAIRS & MAINTENANCE	1,600.00	2,200.00
1	121105214611	GENERAL FUND	MAINTENANCE CONTRACTS	10,100.00	10,100.00
1	121105214650	GENERAL FUND	VEHICLE REPAIRS	30,000.00	32,500.00
1	121105214659	GENERAL FUND	PORTN OF 4650 REIMB BY EE	0.00	-10,200.00
1	121105214700	GENERAL FUND	PRINTING & BINDING	500.00	1,000.00
1	121105214901	GENERAL FUND	MISC EXPENSE	500.00	500.00
1	121105215100	GENERAL FUND	OFFICE SUPPLIES	4,000.00	3,500.00
1	121105215201	GENERAL FUND	OPERATING SUPPLIES	5,900.00	5,900.00
1	121105215219	GENERAL FUND	UNIFORM EXPENSE	8,700.00	8,700.00
1	121105215220	GENERAL FUND	CLOTHING & EQUIP	10,100.00	11,500.00
1	121105215221	GENERAL FUND	PROGRAM EXPENSE	500.00	500.00
1	121105215250	GENERAL FUND	FUEL & OIL SUPPLIES	90,000.00	71,900.00
1	121105215400	GENERAL FUND	BOOKS/PUBL/SUBSCR/MEMBERS	800.00	800.00
1	121105215501	GENERAL FUND	TRAINING & EDUCATION COST	4,500.00	5,400.00
1	121105215520	GENERAL FUND	2ND DOLLAR FUND	2,500.00	3,700.00
1	121105215610	GENERAL FUND	VIP PROGRAM EXPENSE	500.00	500.00
1	121105216200	GENERAL FUND	BUILDINGS	15,000.00	0.00
1	121105216400	GENERAL FUND	MACHINERY & EQUIPMENT	34,000.00	34,000.00
1	122105221100	GENERAL FUND	EXECUTIVE SALARIES	82,800.00	84,500.00
1	122105221200	GENERAL FUND	REGULAR SALARIES & WAGE	558,000.00	563,500.00
1	122105221400	GENERAL FUND	OVERTIME	92,600.00	93,500.00
1	122105221500	GENERAL FUND	INCENTIVE PAY	1,200.00	3,900.00
1	122105222100	GENERAL FUND	FICA TAXES	56,200.00	56,800.00
1	122105222200	GENERAL FUND	RETIREMENT CONTRIBUTION	295,100.00	295,100.00
1	122105222300	GENERAL FUND	LIFE & HEALTH INSURANCE	101,600.00	101,600.00
1	122105222400	GENERAL FUND	WORKERS COMP INSURANCE	28,500.00	28,500.00
1	122105222500	GENERAL FUND	UNEMPLOYMENT COMP	11,100.00	11,200.00
1	122105223101	GENERAL FUND	PROFESSIONAL SERVICES	6,400.00	6,400.00
1	122105223400	GENERAL FUND	OTHER SERVICES	2,000.00	2,000.00
1	122105224001	GENERAL FUND	REGULAR TRAVEL	300.00	300.00
1	122105224100	GENERAL FUND	COMMUNICATION SERVICES	1,300.00	1,300.00
1	122105224200	GENERAL FUND	POSTAGE, FRT, EXPRESS	400.00	1,000.00
1	122105224400	GENERAL FUND	RENTALS & LEASES	16,200.00	17,000.00
1	122105224601	GENERAL FUND	REPAIRS & MAINTENANCE	7,200.00	7,900.00
1	122105224611	GENERAL FUND	MAINTENANCE CONTRACTS	5,800.00	5,800.00
1	122105224650	GENERAL FUND	VEHICLE REPAIRS	15,000.00	14,300.00
1	122105224700	GENERAL FUND	PRINTING & BINDING	1,000.00	1,000.00
1	122105225100	GENERAL FUND	OFFICE SUPPLIES	1,000.00	1,000.00

Fund	Account	Fund Name	Description	Original Budget	Amended Budget
1	122105225201	GENERAL FUND	OPERATING SUPPLIES	50,000.00	50,800.00
1	122105225205	GENERAL FUND	MEETING EXPENSE	300.00	300.00
1	122105225206	GENERAL FUND	TRAINING SUPPLIES	2,000.00	2,000.00
1	122105225219	GENERAL FUND	UNIFORM EXPENSE	6,000.00	7,500.00
1	122105225250	GENERAL FUND	FUEL & OIL SUPPLIES	10,000.00	10,500.00
1	122105225270	GENERAL FUND	EMS SUPPLIES	10,000.00	10,000.00
1	122105225290	GENERAL FUND	FIRE PREVENTION SUPPLIES	3,000.00	3,000.00
1	122105225400	GENERAL FUND	BOOKS/PUBL/SUBSCR/MEMBERS	1,100.00	1,100.00
1	122105225501	GENERAL FUND	TRAINING & EDUCATION COST	20,000.00	20,000.00
1	122105226400	GENERAL FUND	MACHINERY & EQUIPMENT	72,000.00	88,800.00
1	141415411100	GENERAL FUND	EXECUTIVE SALARIES	16,700.00	17,200.00
1	141415411200	GENERAL FUND	REGULAR SALARIES & WAGE	127,700.00	129,300.00
1	141415411400	GENERAL FUND	OVERTIME	600.00	1,000.00
1	141415412100	GENERAL FUND	FICA/MEDICARE TAXES	11,400.00	11,400.00
1	141415412200	GENERAL FUND	RETIREMENT CONTRIBUTION	10,800.00	10,600.00
1	141415412300	GENERAL FUND	LIFE & HEALTH INSURANCE	28,900.00	28,900.00
1	141415412400	GENERAL FUND	WORKERS COMP INSURANCE	8,400.00	8,400.00
1	141415412500	GENERAL FUND	UNEMPLOYMENT COMP	2,200.00	2,300.00
1	141415413101	GENERAL FUND	PROFESSIONAL SERVICES	2,000.00	2,000.00
1	141415414001	GENERAL FUND	REGULAR TRAVEL	300.00	300.00
1	141415414100	GENERAL FUND	COMMUNICATION SERVICES	1,800.00	1,800.00
1	141415414200	GENERAL FUND	POSTAGE, FRT, EXPRESS	1,000.00	600.00
1	141415414400	GENERAL FUND	RENTALS & LEASES	3,000.00	3,000.00
1	141415414601	GENERAL FUND	REPAIRS & MAINTENANCE	20,000.00	20,000.00
1	141415414610	GENERAL FUND	TRAFFIC LIGHT REPAIRS	38,700.00	38,700.00
1	141415414612	GENERAL FUND	STREET LIGHT REPAIRS	14,000.00	14,000.00
1	141415414910	GENERAL FUND	OTHER SPECIAL COSTS	0.00	27,700.00
1	141415414920	GENERAL FUND	TREE REMOVAL	12,000.00	12,000.00
1	141415415201	GENERAL FUND	OPERATING SUPPLIES	5,100.00	5,100.00
1	141415415204	GENERAL FUND	SMALL TOOLS & EQUIPMENT	2,500.00	2,500.00
1	141415415210	GENERAL FUND	SIGNS & MATERIALS	6,000.00	6,000.00
1	141415415219	GENERAL FUND	UNIFORM EXPENSE	1,200.00	1,200.00
1	141415415300	GENERAL FUND	ROAD MATERIAL & SUPPLIES	11,000.00	13,500.00
1	141415415501	GENERAL FUND	TRAINING & EDUCATION COST	1,000.00	1,000.00
1	141415416300	GENERAL FUND	INFRASTRUCTURE	700,000.00	659,700.00
1	141415416400	GENERAL FUND	MACHINERY & EQUIPMENT	23,800.00	23,800.00
1	141505194001	GENERAL FUND	REGULAR TRAVEL	1,800.00	1,800.00
1	141505194200	GENERAL FUND	POSTAGE, FRT, EXPRESS	500.00	500.00
1	141505194400	GENERAL FUND	RENTALS & LEASES	700.00	700.00
1	141505194601	GENERAL FUND	REPAIRS & MAINTENANCE	1,000.00	1,000.00
1	141505194611	GENERAL FUND	MAINTENANCE CONTRACTS	3,200.00	3,200.00
1	141505194700	GENERAL FUND	PRINTING & BINDING	300.00	300.00
1	141505195100	GENERAL FUND	OFFICE SUPPLIES	1,200.00	1,200.00
1	141505195201	GENERAL FUND	OPERATING SUPPLIES	1,200.00	1,400.00
1	141505195400	GENERAL FUND	BOOKS/PUBL/SUBSCR/MEMBERS	900.00	900.00

Fund	Account	Fund Name	Description	Original Budget	Amended Budget
1	141505195501	GENERAL FUND	TRAINING & EDUCATION COST	2,500.00	2,500.00
1	141505196400	GENERAL FUND	MACHINERY & EQUIPMENT	9,200.00	9,000.00
1	141605191200	GENERAL FUND	REGULAR SALARIES & WAGE	106,700.00	109,100.00
1	141605191400	GENERAL FUND	OVERTIME	1,100.00	1,100.00
1	141605192100	GENERAL FUND	FICA/MEDICARE TAXES	8,400.00	8,500.00
1	141605192200	GENERAL FUND	RETIREMENT CONTRIBUTION	8,000.00	8,100.00
1	141605192300	GENERAL FUND	LIFE & HEALTH INSURANCE	21,600.00	22,000.00
1	141605192400	GENERAL FUND	WORKERS COMP INSURANCE	4,000.00	4,000.00
1	141605192500	GENERAL FUND	UNEMPLOYMENT COMP	1,700.00	1,700.00
1	141605194001	GENERAL FUND	REGULAR TRAVEL	400.00	400.00
1	141605194100	GENERAL FUND	COMMUNICATION SERVICES	600.00	600.00
1	141605194200	GENERAL FUND	POSTAGE, FRT, EXPRESS	1,200.00	600.00
1	141605194400	GENERAL FUND	RENTALS & LEASES	1,000.00	1,000.00
1	141605194601	GENERAL FUND	REPAIRS & MAINTENANCE	1,800.00	2,400.00
1	141605194650	GENERAL FUND	VEHICLE REPAIRS	16,000.00	23,000.00
1	141605195100	GENERAL FUND	OFFICE SUPPLIES	600.00	600.00
1	141605195201	GENERAL FUND	OPERATING SUPPLIES	5,500.00	5,500.00
1	141605195202	GENERAL FUND	COMPUTERS	200.00	200.00
1	141605195204	GENERAL FUND	SMALL TOOLS & EQUIPMENT	2,000.00	2,000.00
1	141605195219	GENERAL FUND	UNIFORM EXPENSE	2,000.00	2,000.00
1	141605195250	GENERAL FUND	FUEL & OIL SUPPLIES	26,300.00	26,300.00
1	141605195400	GENERAL FUND	BOOKS/PUBL/SUBSCR/MEMBERS	100.00	100.00
1	141605195501	GENERAL FUND	TRAINING & EDUCATION COST	1,400.00	1,400.00
1	141605196400	GENERAL FUND	MACHINERY & EQUIPMENT	27,200.00	18,500.00
1	141725721100	GENERAL FUND	EXECUTIVE SALARIES	16,700.00	17,200.00
1	141725721200	GENERAL FUND	REGULAR SALARIES & WAGE	178,100.00	193,500.00
1	141725721400	GENERAL FUND	OVERTIME	1,600.00	1,600.00
1	141725722100	GENERAL FUND	FICA/MEDICARE TAXES	15,200.00	16,000.00
1	141725722200	GENERAL FUND	RETIREMENT CONTRIBUTION	16,000.00	16,700.00
1	141725722300	GENERAL FUND	LIFE & HEALTH INSURANCE	43,300.00	44,700.00
1	141725722400	GENERAL FUND	WORKERS COMP INSURANCE	4,700.00	4,700.00
1	141725722500	GENERAL FUND	UNEMPLOYMENT COMP	3,100.00	3,100.00
1	141725723101	GENERAL FUND	PROFESSIONAL SERVICES	2,700.00	12,700.00
1	141725723400	GENERAL FUND	OTHER SERVICES	142,200.00	134,800.00
1	141725724001	GENERAL FUND	REGULAR TRAVEL	400.00	400.00
1	141725724100	GENERAL FUND	COMMUNICATION SERVICES	1,200.00	1,200.00
1	141725724200	GENERAL FUND	POSTAGE, FRT, EXPRESS	500.00	500.00
1	141725724301	GENERAL FUND	UTILITY SERVICES	278,200.00	278,200.00
1	141725724400	GENERAL FUND	RENTALS & LEASES	1,500.00	1,500.00
1	141725724601	GENERAL FUND	REPAIRS & MAINTENANCE	99,900.00	82,400.00
1	141725724660	GENERAL FUND	SMALL EQ REPAIR & MAINT	12,000.00	12,000.00
1	141725724810	GENERAL FUND	PROMO ACT.-SPECIAL EVENTS	5,000.00	5,600.00
1	141725724920	GENERAL FUND	TREE REMOVAL	3,000.00	3,000.00
1	141725725100	GENERAL FUND	OFFICE SUPPLIES	0.00	1,000.00
1	141725725201	GENERAL FUND	OPERATING SUPPLIES	42,700.00	53,200.00

Fund	Account	Fund Name	Description	Original Budget	Amended Budget
1	141725725202	GENERAL FUND	COMPUTERS	0.00	400.00
1	141725725204	GENERAL FUND	SMALL TOOLS & EQUIPMENT	1,200.00	1,200.00
1	141725725210	GENERAL FUND	SIGNS & MATERIALS	3,000.00	3,000.00
1	141725725219	GENERAL FUND	UNIFORM EXPENSE	1,600.00	1,600.00
1	141725725221	GENERAL FUND	PROGRAM EXPENSE	1,000.00	1,000.00
1	141725725250	GENERAL FUND	FUEL & OIL SUPPLIES	7,500.00	6,000.00
1	141725725501	GENERAL FUND	TRAINING & EDUCATION COST	1,000.00	1,000.00
1	141725726200	GENERAL FUND	BUILDINGS	140,700.00	297,200.00
1	141725726300	GENERAL FUND	INFRASTRUCTURE	493,300.00	483,300.00
1	141725726400	GENERAL FUND	MACHINERY & EQUIPMENT	23,300.00	11,400.00
1	141725726500	GENERAL FUND	CONSTRUCTION IN PROGRESS	0.00	0.00
1	181105819104	GENERAL FUND	TRANSFER TO PERMITTING	172,600.00	174,700.00
1 Total		GENERAL FUND		8,855,800.00	9,088,800.00
2	241105416310	LOCAL OPTION FUEL TAX	2nd LOCAL OPTION GAS TAX	0.00	0.00
2	241415416310	LOCAL OPTION FUEL TAX	2nd LOCAL OPTION GAS TAX	248,400.00	241,400.00
2 Total		LOCAL OPTION FUEL TAX		248,400.00	241,400.00
3	372205723400	RECREATION RR&R FUND	OTHER SERVICES	0.00	0.00
3	372205726200	RECREATION RR&R FUND	BUILDINGS	0.00	16,000.00
3	390105909901	RECREATION RR&R FUND	BUDGET RESVE/CONTINGENCY	3,000.00	0.00
3 Total		RECREATION RR&R FUND		3,000.00	16,000.00
4	441245241200	PERMITTING	REGULAR SALARIES & WAGE	173,200.00	155,800.00
4	441245241400	PERMITTING	OVERTIME	300.00	700.00
4	441245242100	PERMITTING	FICA/MEDICARE TAXES	13,400.00	11,900.00
4	441245242200	PERMITTING	RETIREMENT CONTRIBUTION	12,800.00	11,400.00
4	441245242300	PERMITTING	LIFE & HEALTH INSURANCE	29,000.00	26,500.00
4	441245242400	PERMITTING	WORKERS COMP INSURANCE	3,700.00	3,700.00
4	441245242500	PERMITTING	UNEMPLOYMENT COMP	2,700.00	1,100.00
4	441245243101	PERMITTING	PROFESSIONAL SERVICES	3,500.00	28,100.00
4	441245243400	PERMITTING	OTHER SERVICES	1,500.00	4,000.00
4	441245244001	PERMITTING	REGULAR TRAVEL	2,000.00	1,300.00
4	441245244100	PERMITTING	COMMUNICATION SERVICES	1,200.00	1,200.00
4	441245244200	PERMITTING	POSTAGE, FRT, EXPRESS	4,000.00	4,000.00
4	441245244400	PERMITTING	RENTALS & LEASES	2,700.00	2,800.00
4	441245244611	PERMITTING	MAINTENANCE CONTRACTS	13,300.00	14,000.00
4	441245244650	PERMITTING	VEHICLE REPAIRS	1,200.00	2,200.00
4	441245244700	PERMITTING	PRINTING & BINDING	1,500.00	1,500.00
4	441245245100	PERMITTING	OFFICE SUPPLIES	1,000.00	1,200.00
4	441245245201	PERMITTING	OPERATING SUPPLIES	1,300.00	1,300.00
4	441245245219	PERMITTING	UNIFORMS	800.00	800.00
4	441245245250	PERMITTING	FUEL & OIL SUPPLIES	4,000.00	1,700.00
4	441245245400	PERMITTING	BOOKS/PUBL/SUBSCR/MEMBERS	800.00	2,000.00
4	441245245501	PERMITTING	TRAINING & EDUCATION COST	2,500.00	1,300.00
4 Total		PERMITTING		276,400.00	278,500.00
5	541415413400	SIDEWALK	OTHER SERVICES	0.00	0.00
5	590105909901	SIDEWALK	BUDGET RESVE/CONTINGENCY	500.00	500.00

Fund	Account	Fund Name	Description	Original Budget	Amended Budget
5 Total		SIDEWALK		500.00	500.00
6	622695693400	FIRE VICTIMS FUND	OTHER SERVICES	0.00	0.00
6	622695698301	FIRE VICTIMS FUND	FIRE VICTIMS' ASSISTANCE	100.00	100.00
6 Total		FIRE VICTIMS FUND		100.00	100.00
101	10190105909901	LAW ENFORCEMNT IMPACT FEE	BUDGET RESVE/CONTINGENCY	1,000.00	2,500.00
101 Total		LAW ENFORCEMNT IMPACT FEE		1,000.00	2,500.00
102	10290105909901	FIRE IMPACT FEE TRST ACCT	BUDGET RESVE/CONTINGENCY	1,000.00	3,300.00
102 Total		FIRE IMPACT FEE TRST ACCT		1,000.00	3,300.00
103	10390105909901	ROAD IMPACT FEE TRST ACCT	BUDGET RESVE/CONTINGENCY	2,000.00	8,800.00
103 Total		ROAD IMPACT FEE TRST ACCT		2,000.00	8,800.00
104	10490105909901	PARK IMPACT FEE TRST ACCT	BUDGET RESVE/CONTINGENCY	500.00	2,100.00
104 Total		PARK IMPACT FEE TRST ACCT		500.00	2,100.00
110	11021205213400	LAW ENFORCEMENT TRUST FD	OTHER SERVICES	0.00	37,300.00
110	11021205214400	LAW ENFORCEMENT TRUST FD	RENTALS & LEASES	2,000.00	2,000.00
110	11021205215201	LAW ENFORCEMENT TRUST FD	OPERATING SUPPLIES	3,000.00	2,900.00
110 Total		LAW ENFORCEMENT TRUST FD		5,000.00	42,200.00
115	11521105213400	H H POLICE EXPLORERS	OTHER SERVICES	0.00	0.00
115	11521105215221	H H POLICE EXPLORERS	PROGRAM EXPENSE	900.00	1,600.00
115 Total		H H POLICE EXPLORERS		900.00	1,600.00
120	12072305724901	RECREATION ACTIVITY FUND	MISC EXPENSE	0.00	100.00
120	12072305725221	RECREATION ACTIVITY FUND	PROGRAM EXPENSE	3,000.00	400.00
120	12081105819101	RECREATION ACTIVITY FUND	TRANSFER TO GENERAL FUND	0.00	3,200.00
120 Total		RECREATION ACTIVITY FUND		3,000.00	3,700.00
125	12521105293400	RED LIGHT CAMERA PROGRAM	OTHER SERVICES	0.00	100.00
125	12521105294400	RED LIGHT CAMERA PROGRAM		170,000.00	38,200.00
125	12581105819101	RED LIGHT CAMERA PROGRAM	TRANSFER TO GENERAL FUND	800.00	800.00
125 Total		RED LIGHT CAMERA PROGRAM		170,800.00	39,100.00
130	13055105143101	COMMUNITY REDEVELOPMT	PROFESSIONAL SERVICES	0.00	33,700.00
130	13055105521200	COMMUNITY REDEVELOPMT	REGULAR SALARIES & WAGE	91,700.00	92,600.00
130	13055105521400	COMMUNITY REDEVELOPMT	OVERTIME	900.00	900.00
130	13055105522100	COMMUNITY REDEVELOPMT	FICA/MEDICARE TAXES	7,200.00	7,200.00
130	13055105522200	COMMUNITY REDEVELOPMT	RETIREMENT CONTRIBUTION	6,900.00	6,900.00
130	13055105522300	COMMUNITY REDEVELOPMT	LIFE & HEALTH INSURANCE	14,600.00	14,600.00
130	13055105522400	COMMUNITY REDEVELOPMT	WORKERS COMP INSURANCE	300.00	300.00
130	13055105522500	COMMUNITY REDEVELOPMT	UNEMPLOYMENT COMP	1,400.00	1,500.00
130	13055105523101	COMMUNITY REDEVELOPMT	PROFESSIONAL SERVICES	125,000.00	101,100.00
130	13055105523150	COMMUNITY REDEVELOPMT	LEGAL/OFFICIAL ADVERTISING	500.00	2,200.00
130	13055105523400	COMMUNITY REDEVELOPMT	OTHER SERVICES	51,000.00	51,000.00
130	13055105524001	COMMUNITY REDEVELOPMT	REGULAR TRAVEL	500.00	500.00
130	13055105524200	COMMUNITY REDEVELOPMT	POSTAGE, FRT, EXPRESS	2,000.00	2,000.00
130	13055105524301	COMMUNITY REDEVELOPMT	UTILITY SERVICES	45,000.00	29,800.00
130	13055105524400	COMMUNITY REDEVELOPMT	RENTALS & LEASES	1,700.00	2,200.00
130	13055105524601	COMMUNITY REDEVELOPMT	REPAIRS & MAINTENANCE	30,000.00	26,000.00
130	13055105524611	COMMUNITY REDEVELOPMT	MAINTENANCE CONTRACTS	400.00	900.00
130	13055105524700	COMMUNITY REDEVELOPMT	PRINTING & BINDING	2,000.00	2,000.00

Fund	Account	Fund Name	Description	Original Budget	Amended Budget
130	13055105524800	COMMUNITY REDEVELOPMT	PROMO.ADVERTISING ACTIV.	2,000.00	2,000.00
130	13055105524810	COMMUNITY REDEVELOPMT	SPECIAL EVENTS	25,000.00	25,000.00
130	13055105524901	COMMUNITY REDEVELOPMT	MISC EXPENSE/MASTER PLAN	500.00	500.00
130	13055105524920	COMMUNITY REDEVELOPMT	TREE REMOVAL	0.00	3,000.00
130	13055105524959	COMMUNITY REDEVELOPMT	BAD DEBT EXPENSE	0.00	0.00
130	13055105525100	COMMUNITY REDEVELOPMT	OFFICE SUPPLIES	500.00	500.00
130	13055105525201	COMMUNITY REDEVELOPMT	OPERATING SUPPLIES	8,000.00	8,000.00
130	13055105525210	COMMUNITY REDEVELOPMT	SIGNS & MATERIALS	10,000.00	10,000.00
130	13055105525219	COMMUNITY REDEVELOPMT	UNIFORM EXPENSE	200.00	200.00
130	13055105525400	COMMUNITY REDEVELOPMT	BOOKS/PUBL/SUBSCR/MEMBERS	7,300.00	7,300.00
130	13055105525501	COMMUNITY REDEVELOPMT	TRAINING & EDUCATION COST	800.00	800.00
130	13055105526100	COMMUNITY REDEVELOPMT	LAND	20,000.00	20,000.00
130	13055105526200	COMMUNITY REDEVELOPMT	BUILDINGS	195,000.00	195,000.00
130	13055105526300	COMMUNITY REDEVELOPMT	INFRASTRUCTURE	1,848,600.00	1,848,600.00
130	13055105528201	COMMUNITY REDEVELOPMT	PROPERTY IMPROVMNT GRANTS	100,000.00	100,000.00
130	13055205521200	COMMUNITY REDEVELOPMT	REGULAR SALARIES & WAGE	221,900.00	221,100.00
130	13055205521400	COMMUNITY REDEVELOPMT	OVERTIME	16,000.00	16,200.00
130	13055205521500	COMMUNITY REDEVELOPMT	INCENTIVE PAY	0.00	3,000.00
130	13055205522100	COMMUNITY REDEVELOPMT	FICA/MEDICARE TAXES	18,400.00	18,600.00
130	13055205522200	COMMUNITY REDEVELOPMT	RETIREMENT CONTRIBUTION	139,100.00	139,100.00
130	13055205522300	COMMUNITY REDEVELOPMT	LIFE & HEALTH INSURANCE	43,300.00	43,300.00
130	13055205522400	COMMUNITY REDEVELOPMT	WORKERS COMP INSURANCE	8,200.00	8,200.00
130	13055205522500	COMMUNITY REDEVELOPMT	UNEMPLOYMENT COMP	3,600.00	3,700.00
130	13055205523101	COMMUNITY REDEVELOPMT	PROFESSIONAL SERVICES	500.00	500.00
130	13055205523400	COMMUNITY REDEVELOPMT	OTHER SERVICES	16,100.00	13,500.00
130	13055205524001	COMMUNITY REDEVELOPMT	REGULAR TRAVEL	1,000.00	1,000.00
130	13055205524100	COMMUNITY REDEVELOPMT	COMMUNICATION SERVICES	1,800.00	1,800.00
130	13055205524200	COMMUNITY REDEVELOPMT	POSTAGE, FRT, EXPRESS	700.00	500.00
130	13055205524601	COMMUNITY REDEVELOPMT	REPAIRS & MAINTENANCE	0.00	100.00
130	13055205524650	COMMUNITY REDEVELOPMT	VEHICLE REPAIRS	4,000.00	6,400.00
130	13055205524659	COMMUNITY REDEVELOPMT	PORTN OF 4650 REIMB BY EE	0.00	0.00
130	13055205524700	COMMUNITY REDEVELOPMT	PRINTING & BINDING	1,000.00	1,000.00
130	13055205525100	COMMUNITY REDEVELOPMT	OFFICE SUPPLIES	0.00	300.00
130	13055205525201	COMMUNITY REDEVELOPMT	OPERATING SUPPLIES	7,000.00	7,000.00
130	13055205525219	COMMUNITY REDEVELOPMT	UNIFORM EXPENSE	4,000.00	4,000.00
130	13055205525250	COMMUNITY REDEVELOPMT	FUEL & OIL SUPPLIES	20,000.00	20,000.00
130	13055205525501	COMMUNITY REDEVELOPMT	TRAINING & EDUCATION COST	1,000.00	1,000.00
130	13055205526400	COMMUNITY REDEVELOPMT	MACHINERY & EQUIPMENT	32,000.00	32,000.00
130	13055505523400	COMMUNITY REDEVELOPMT	OTHER SERVICES	85,000.00	85,000.00
130	13055505524001	COMMUNITY REDEVELOPMT	REGULAR TRAVEL	2,000.00	2,000.00
130	13055505524800	COMMUNITY REDEVELOPMT	PROMO.ADVERTISING ACTIV.	4,000.00	4,000.00
130	13055505525205	COMMUNITY REDEVELOPMT	MEETING EXPENSE	500.00	500.00
130	13055505525400	COMMUNITY REDEVELOPMT	BOOKS/PUBL/SUBSCR/MEMBERS	500.00	500.00
130	13055505525501	COMMUNITY REDEVELOPMT	TRAINING & EDUCATION COST	2,600.00	2,600.00
130	13081105819120	COMMUNITY REDEVELOPMT	TRANSFER TO DEBT SRVC FND	396,400.00	396,400.00

Fund	Account	Fund Name	Description	Original Budget	Amended Budget
130	13081105819123	COMMUNITY REDEVELOPMT	TRANSFER TO SER.2013 DEBT	447,900.00	447,900.00
130 Total		COMMUNITY REDEVELOPMT		4,077,500.00	4,077,500.00
131	13117015177180	CRA DEBT SERVICE FUND	DEBT SERVICE	315,000.00	315,000.00
131	13117015177280	CRA DEBT SERVICE FUND	DEBT SERVICE	84,600.00	84,600.00
131 Total		CRA DEBT SERVICE FUND		399,600.00	399,600.00
132	13217015177101	CRA 2013 DEBT SERVICE FND	GEN GOVT	340,000.00	340,000.00
132	13217015177201	CRA 2013 DEBT SERVICE FND	GEN GOVT	106,900.00	106,900.00
132	13290105909901	CRA 2013 DEBT SERVICE FND	BUDGET RESVE/CONTINGENCY	1,000.00	1,000.00
132 Total		CRA 2013 DEBT SERVICE FND		447,900.00	447,900.00
139	13955905526500	CRA PROJECTS FUND	CONSTRUCTION IN PROGRESS	3,654,800.00	26,500.00
139 Total		CRA PROJECTS FUND		3,654,800.00	26,500.00
140	14030205356300	CDBG FUND	INFRASTRUCTURE	78,000.00	88,500.00
140 Total		CDBG FUND		78,000.00	88,500.00
150	15021105216400	POLICE GRANT FUND	MACHINERY & EQUIPMENT	0.00	4,400.00
150 Total		POLICE GRANT FUND		0.00	4,400.00
400	40030105331100	WATER & SEWER FUND	EXECUTIVE SALARIES	13,400.00	13,700.00
400	40030105331200	WATER & SEWER FUND	REGULAR SALARIES & WAGE	516,500.00	487,400.00
400	40030105331300	WATER & SEWER FUND	OTHER SALARIES & WAGES	0.00	34,200.00
400	40030105331400	WATER & SEWER FUND	OVERTIME	4,800.00	28,800.00
400	40030105332100	WATER & SEWER FUND	FICA/MEDICARE TAXES	41,200.00	41,600.00
400	40030105332200	WATER & SEWER FUND	RETIREMENT CONTRIBUTION	39,500.00	39,800.00
400	40030105332300	WATER & SEWER FUND	LIFE & HEALTH INSURANCE	100,400.00	100,400.00
400	40030105332400	WATER & SEWER FUND	WORKERS COMP INSURANCE	18,500.00	18,500.00
400	40030105332500	WATER & SEWER FUND	UNEMPLOYMENT COMP	8,100.00	8,200.00
400	40030105333101	WATER & SEWER FUND	PROFESSIONAL SERVICES	55,000.00	52,200.00
400	40030105333150	WATER & SEWER FUND	LEGAL.OFFICIAL ADVERTISING	0.00	1,000.00
400	40030105333400	WATER & SEWER FUND	OTHER SERVICES	61,600.00	67,000.00
400	40030105334001	WATER & SEWER FUND	REGULAR TRAVEL	1,000.00	1,000.00
400	40030105334100	WATER & SEWER FUND	COMMUNICATION SERVICES	1,500.00	2,300.00
400	40030105334200	WATER & SEWER FUND	POSTAGE, FRT, EXPRESS	3,500.00	3,500.00
400	40030105334301	WATER & SEWER FUND	UTILITY SERVICES	165,000.00	159,000.00
400	40030105334400	WATER & SEWER FUND	RENTALS & LEASES	2,700.00	2,700.00
400	40030105334500	WATER & SEWER FUND	INSURANCE/NON-EMPLOYEE	32,000.00	27,600.00
400	40030105334601	WATER & SEWER FUND	REPAIRS & MAINTENANCE	158,300.00	156,600.00
400	40030105334611	WATER & SEWER FUND	MAINTENANCE CONTRACTS	32,900.00	38,500.00
400	40030105334650	WATER & SEWER FUND	VEHICLE REPAIRS	15,500.00	9,600.00
400	40030105334700	WATER & SEWER FUND	PRINTING & BINDING	2,500.00	2,500.00
400	40030105334901	WATER & SEWER FUND	MISC EXPENSE	500.00	500.00
400	40030105334910	WATER & SEWER FUND	OTHER SPECIAL COSTS	2,000.00	2,000.00
400	40030105334959	WATER & SEWER FUND	BAD DEBT EXPENSE	12,000.00	12,000.00
400	40030105335100	WATER & SEWER FUND	OFFICE SUPPLIES	1,000.00	1,500.00
400	40030105335201	WATER & SEWER FUND	OPERATING SUPPLIES	221,000.00	186,000.00
400	40030105335202	WATER & SEWER FUND	SOFTWARE/COMPUTER SUPPLIE	0.00	400.00
400	40030105335204	WATER & SEWER FUND	SMALL TOOLS & EQUIPMENT	2,500.00	2,500.00
400	40030105335219	WATER & SEWER FUND	UNIFORM EXPENSE	3,000.00	3,000.00

Fund	Account	Fund Name	Description	Original Budget	Amended Budget
400	40030105335250	WATER & SEWER FUND	FUEL & OIL SUPPLIES	20,000.00	20,000.00
400	40030105335400	WATER & SEWER FUND	BOOKS/PUBL/SUBSCR/MEMBERS	2,400.00	2,400.00
400	40030105335501	WATER & SEWER FUND	TRAINING & EDUCATION COST	7,000.00	7,000.00
400	40030205351100	WATER & SEWER FUND	EXECUTIVE SALARIES	13,400.00	13,700.00
400	40030205351200	WATER & SEWER FUND	REGULAR SALARIES & WAGE	471,900.00	481,800.00
400	40030205351300	WATER & SEWER FUND	OTHER SALARIES & WAGES	0.00	0.00
400	40030205351400	WATER & SEWER FUND	OVERTIME	4,400.00	34,700.00
400	40030205352100	WATER & SEWER FUND	FICA/MEDICARE TAXES	37,700.00	38,100.00
400	40030205352200	WATER & SEWER FUND	RETIREMENT CONTRIBUTION	36,200.00	39,200.00
400	40030205352300	WATER & SEWER FUND	LIFE & HEALTH INSURANCE	87,500.00	87,500.00
400	40030205352400	WATER & SEWER FUND	WORKERS COMP INSURANCE	13,100.00	13,100.00
400	40030205352500	WATER & SEWER FUND	UNEMPLOYMENT COMP	7,400.00	7,500.00
400	40030205353101	WATER & SEWER FUND	PROFESSIONAL SERVICES	76,200.00	66,200.00
400	40030205353150	WATER & SEWER FUND	LEGAL/OFFICIAL ADVERTISING	0.00	900.00
400	40030205353400	WATER & SEWER FUND	OTHER SERVICES	64,200.00	64,200.00
400	40030205354001	WATER & SEWER FUND	REGULAR TRAVEL	900.00	900.00
400	40030205354100	WATER & SEWER FUND	COMMUNICATION SERVICES	2,200.00	6,000.00
400	40030205354200	WATER & SEWER FUND	POSTAGE, FRT, EXPRESS	6,000.00	5,000.00
400	40030205354301	WATER & SEWER FUND	UTILITY SERVICES	140,000.00	140,000.00
400	40030205354400	WATER & SEWER FUND	RENTALS & LEASES	2,700.00	2,700.00
400	40030205354500	WATER & SEWER FUND	INSURANCE/NON-EMPLOYEE	32,000.00	27,600.00
400	40030205354601	WATER & SEWER FUND	REPAIRS & MAINTENANCE	186,000.00	185,100.00
400	40030205354611	WATER & SEWER FUND	MAINTENANCE CONTRACTS	1,900.00	5,400.00
400	40030205354650	WATER & SEWER FUND	VEHICLE REPAIRS	14,500.00	14,500.00
400	40030205354700	WATER & SEWER FUND	PRINTING & BINDING	500.00	500.00
400	40030205354901	WATER & SEWER FUND	MISC EXPENSE	200.00	200.00
400	40030205354959	WATER & SEWER FUND	BAD DEBT EXPENSE	12,000.00	12,000.00
400	40030205355100	WATER & SEWER FUND	OFFICE SUPPLIES	1,000.00	1,000.00
400	40030205355201	WATER & SEWER FUND	OPERATING SUPPLIES	188,200.00	160,900.00
400	40030205355202	WATER & SEWER FUND	COMPUTERS	1,000.00	1,400.00
400	40030205355204	WATER & SEWER FUND	SMALL TOOLS & EQUIPMENT	1,700.00	1,700.00
400	40030205355219	WATER & SEWER FUND	UNIFORM EXPENSE	2,600.00	2,600.00
400	40030205355250	WATER & SEWER FUND	FUEL & OIL SUPPLIES	15,000.00	15,000.00
400	40030205355400	WATER & SEWER FUND	BOOKS/PUBL/SUBSCR/MEMBERS	2,000.00	2,000.00
400	40030205355501	WATER & SEWER FUND	TRAINING & EDUCATION COST	8,000.00	8,000.00
400	40081105819101	WATER & SEWER FUND	TRANSFER TO GENERAL FUND	531,800.00	531,800.00
400	40081105819110	WATER & SEWER FUND	TRANSFER TO REN & REPLACE	1,375,600.00	1,378,500.00
400	40081105819120	WATER & SEWER FUND	TRANSFER TO DEBT SRVC FND	944,700.00	944,700.00
400	40081105819122	WATER & SEWER FUND	TRANS TO SERIES 2005 DEBT	107,200.00	107,200.00
400	40081105819150	WATER & SEWER FUND	TRANSFER TO STORMWATER	42,000.00	42,000.00
400	40081105819160	WATER & SEWER FUND	TRANSFER TO CAPITAL PRJCT	0.00	0.00
400	40081105819180	WATER & SEWER FUND	TRSF TO SRL-#2001 / 2005	201,300.00	201,300.00
400	40081105819185	WATER & SEWER FUND	TRSF TO SRL DEBT - #2007	329,300.00	329,300.00
400	40081105819187	WATER & SEWER FUND	TSFR to 2011 W&S R&R LOAN	328,800.00	328,800.00
400	40081105819188	WATER & SEWER FUND	TSFR TO 2013 WTR MTR BOND	172,200.00	172,200.00

Fund	Account	Fund Name	Description	Original Budget	Amended Budget
400 Total		WATER & SEWER FUND		7,008,600.00	7,008,600.00
407	40730105333400	PROPRIETARY R&R FUND	OTHER SERVICES	0.00	200.00
407	40730105334959	PROPRIETARY R&R FUND	BAD DEBT EXPENSE	1,000.00	900.00
407	40730205354959	PROPRIETARY R&R FUND	BAD DEBT EXPENSE	1,000.00	900.00
407	40781105819130	PROPRIETARY R&R FUND	TRANSFER TO WATER & SEWER	0.00	867,400.00
407	40781105819187	PROPRIETARY R&R FUND	TSFR to 2011 W&S R&R LOAN	1,050,600.00	0.00
407 Total		PROPRIETARY R&R FUND		1,052,600.00	869,400.00
460	46030805381100	STORMWATER FUND	EXECUTIVE SALARIES	6,700.00	6,900.00
460	46030805381200	STORMWATER FUND	REGULAR SALARIES & WAGE	137,000.00	138,300.00
460	46030805381300	STORMWATER FUND	OTHER SALARIES & WAGES	0.00	0.00
460	46030805381400	STORMWATER FUND	OVERTIME	1,200.00	1,200.00
460	46030805382100	STORMWATER FUND	FICA/MEDICARE TAXES	11,200.00	11,300.00
460	46030805382200	STORMWATER FUND	RETIREMENT CONTRIBUTION	12,600.00	12,600.00
460	46030805382300	STORMWATER FUND	LIFE & HEALTH INSURANCE	34,100.00	34,100.00
460	46030805382400	STORMWATER FUND	WORKERS COMP INSURANCE	12,200.00	12,200.00
460	46030805382500	STORMWATER FUND	UNEMPLOYMENT COMP	2,200.00	2,300.00
460	46030805383101	STORMWATER FUND	PROFESSIONAL SERVICES	141,000.00	139,800.00
460	46030805383400	STORMWATER FUND	OTHER SERVICES	100,000.00	100,000.00
460	46030805384001	STORMWATER FUND	REGULAR TRAVEL	500.00	500.00
460	46030805384100	STORMWATER FUND	COMMUNICATION SERVICES	0.00	300.00
460	46030805384200	STORMWATER FUND	POSTAGE, FRT, EXPRESS	1,000.00	1,000.00
460	46030805384301	STORMWATER FUND	UTILITY SERVICES	26,000.00	26,000.00
460	46030805384400	STORMWATER FUND	RENTALS & LEASES	1,700.00	1,700.00
460	46030805384500	STORMWATER FUND	INSURANCE/NON-EMPLOYEE	5,500.00	5,500.00
460	46030805384601	STORMWATER FUND	REPAIRS & MAINTENANCE	41,000.00	41,000.00
460	46030805384611	STORMWATER FUND	MAINTENANCE CONTRACTS	1,400.00	1,400.00
460	46030805384650	STORMWATER FUND	VEHICLE REPAIRS	16,000.00	16,000.00
460	46030805384700	STORMWATER FUND	PRINTING & BINDING	500.00	500.00
460	46030805385100	STORMWATER FUND	OFFICE SUPPLIES	500.00	500.00
460	46030805385201	STORMWATER FUND	OPERATING SUPPLIES	18,000.00	17,100.00
460	46030805385202	STORMWATER FUND	COMPUTERS	0.00	400.00
460	46030805385204	STORMWATER FUND	SMALL TOOLS & EQUIPMENT	2,500.00	2,500.00
460	46030805385219	STORMWATER FUND	UNIFORM EXPENSE	1,000.00	1,000.00
460	46030805385250	STORMWATER FUND	FUEL & OIL SUPPLIES	20,000.00	21,100.00
460	46030805385300	STORMWATER FUND	ROAD MATERIAL & SUPPLIES	10,000.00	10,000.00
460	46030805385400	STORMWATER FUND	BOOKS/PUBL/SUBSCR/MEMBERS	1,400.00	1,400.00
460	46030805385501	STORMWATER FUND	TRAINING & EDUCATION COST	1,500.00	1,200.00
460	46030805386300	STORMWATER FUND	INFRASTRUCTURE	1,297,200.00	1,295,600.00
460	46030805386400	STORMWATER FUND	MACHINERY & EQUIPMENT	76,100.00	76,600.00
460	46081105819101	STORMWATER FUND	TRANSFER TO GENERAL FUND	50,000.00	50,000.00
460	46081105819180	STORMWATER FUND	TRSF TO SRL-#2001 / 2005	353,700.00	353,700.00
460 Total		STORMWATER FUND		2,383,700.00	2,383,700.00
461	46117015177180	STORMWTR DRAINAGE DEBT SV	DEBT SERVICE	289,100.00	289,100.00
461	46117015177280	STORMWTR DRAINAGE DEBT SV	DEBT SERVICE	64,600.00	64,600.00
461 Total		STORMWTR DRAINAGE DEBT SV		353,700.00	353,700.00

Fund	Account	Fund Name	Description	Original Budget	Amended Budget
471	47117015177160	DEBT SERVICE	WATER & SEWER BONDS	795,000.00	795,000.00
471	47117015177260	DEBT SERVICE	WATER & SEWER BONDS	142,400.00	142,400.00
471	47190105909901	DEBT SERVICE	BUDGET RESVE/CONTINGENCY	7,300.00	7,300.00
471 Total		DEBT SERVICE		944,700.00	944,700.00
472	47217015177180	STATE LOAN DEBT SERVICE	DEBT SERVICE	130,300.00	130,300.00
472	47217015177280	STATE LOAN DEBT SERVICE	DEBT SERVICE	30,200.00	30,200.00
472 Total		STATE LOAN DEBT SERVICE		160,500.00	160,500.00
474	47417015177170	W&S SERIES 2005 DEBT	SERIES 2005	70,000.00	70,000.00
474	47417015177270	W&S SERIES 2005 DEBT	2005 SERIES	39,900.00	39,900.00
474 Total		W&S SERIES 2005 DEBT		109,900.00	109,900.00
475	47517015177180	W&S SRF - 2005 DEBT	DEBT SERVICE	31,500.00	31,500.00
475	47517015177280	W&S SRF - 2005 DEBT	DEBT SERVICE	9,300.00	9,300.00
475 Total		W&S SRF - 2005 DEBT		40,800.00	40,800.00
476	47617015177180	W&S SRF - 2007 DEBT	DEBT SERVICE	242,100.00	242,100.00
476	47617015177280	W&S SRF - 2007 DEBT	DEBT SERVICE	87,200.00	87,200.00
476 Total		W&S SRF - 2007 DEBT		329,300.00	329,300.00
477	47717015177177	W&S R&R SERIES 2011 DEBT	2011 W&S R&R BOND	185,000.00	185,000.00
477	47717015177277	W&S R&R SERIES 2011 DEBT	2011 W&S R&R BOND	142,000.00	142,000.00
477	47790105909901	W&S R&R SERIES 2011 DEBT	BUDGET RESVE/CONTINGENCY	1,800.00	1,800.00
477 Total		W&S R&R SERIES 2011 DEBT		328,800.00	328,800.00
478	47817015177178	W&S WTR MTR,SER.2013 DEBT	SERIES 2013 WTR MTR BOND	140,000.00	140,000.00
478	47817015177278	W&S WTR MTR,SER.2013 DEBT	SERIES 2013 WTR MTR BOND	28,600.00	28,600.00
478	47890105909901	W&S WTR MTR,SER.2013 DEBT	BUDGET RESVE/CONTINGENCY	3,600.00	3,600.00
478 Total		W&S WTR MTR,SER.2013 DEBT		172,200.00	172,200.00
480	48030105333400	RENEWAL & REPLACEMENT	OTHER SERVICES	0.00	3,900.00
480	48030105336200	RENEWAL & REPLACEMENT	BUILDINGS	42,000.00	39,800.00
480	48030105336300	RENEWAL & REPLACEMENT	INFRASTRUCTURE	220,200.00	225,900.00
480	48030105336400	RENEWAL & REPLACEMENT	MACHINERY & EQUIPMENT	259,300.00	258,900.00
480	48030105336500	RENEWAL & REPLACEMENT	CONSTRUCTION IN PROGRESS	0.00	0.00
480	48030205356200	RENEWAL & REPLACEMENT	BUILDINGS	46,000.00	46,000.00
480	48030205356300	RENEWAL & REPLACEMENT	INFRASTRUCTURE	576,000.00	574,100.00
480	48030205356400	RENEWAL & REPLACEMENT	MACHINERY & EQUIPMENT	232,100.00	231,900.00
480 Total		RENEWAL & REPLACEMENT		1,375,600.00	1,380,500.00
481	48190105909901	WATER IMPACT FEES	BUDGET RESVE/CONTINGENCY	4,300.00	2,800.00
481 Total		WATER IMPACT FEES		4,300.00	2,800.00
482	48290105909901	SEWER IMPACT FEES	BUDGET RESVE/CONTINGENCY	4,000.00	3,900.00
482 Total		SEWER IMPACT FEES		4,000.00	3,900.00
487	48730105336300	W&S R&R BOND SERIES 2011	INFRASTRUCTURE	66,000.00	20,200.00
487 Total		W&S R&R BOND SERIES 2011		66,000.00	20,200.00
488	48830105336300	W&S SER.2013 CONSTR FUND	INFRASTRUCTURE	0.00	16,000.00
488 Total		W&S SER.2013 CONSTR FUND		0.00	16,000.00
495	49530405343400	SOLID WASTE ENTERPRISE	OTHER SERVICES	1,850,000.00	1,850,000.00
495	49530405344100	SOLID WASTE ENTERPRISE	COMMUNICATION SERVICES	300.00	1,900.00
495	49530405344959	SOLID WASTE ENTERPRISE	BAD DEBT EXPENSE	10,000.00	10,000.00
495	49581105819101	SOLID WASTE ENTERPRISE	TRANSFER TO GENERAL FUND	50,000.00	50,000.00

Fund	Account	Fund Name	Description	Original Budget	Amended Budget
495	49590105909901	SOLID WASTE ENTERPRISE	BUDGET RESVE/CONTINGENCY	40,800.00	264,300.00
495 Total		SOLID WASTE ENTERPRISE		1,951,100.00	2,176,200.00
Grand Total				34,512,000.00	31,074,200.00