



# BOARD OF COUNTY COMMISSIONERS

**THE KEYSTONE COUNTY-ESTABLISHED 1827**

435 W. Walnut St., Monticello, Florida 32344

**Benjamin "Benny"  
Bishop**

District 1, Chair

**Eugene Hall**

District 2

**Hines F. Boyd**

District 3

**Betsy Barfield**

District 4

**Stephen Walker**

District 5, Vice Chair

**Regular Session Agenda  
July 21, 2015 at the Courthouse Annex  
435 W. Walnut St. Monticello, FL 32344**

- 1. 6:00 P.M. – Call to Order, Invocation, Pledge of Allegiance**
- 2. Public Announcements, Presentations, & Awards**
- 3. Consent Agenda**
  - a) Approval of Agenda**
  - b) Minutes of July 7, 2015 Regular Session**
  - c) Minutes of July 13, 2015 Emergency Session**
  - d) Fred Fox Contract Amendment**
  - e) Bethel AME Proclamation**
- 4. Citizens Request & Input on Non-Agenda Items (3 Minute Limit)**
- 5. General Business**
  - a) 2015/2016 SHIP Certification – Parrish Barwick**
  - b) Tanker Request – Mark Matthews**
  - c) Travel Policy Discussion – Commissioner Barfield**
- 6. County Coordinator**
  - a) Hurricane Loss Mitigation Program**
- 7. Commissioner Discussion Items**
- 8. Adjourn**

From the manual "Government in the Sunshine", page 40:

Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he 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.

**Kirk Reams**  
Clerk of Courts

**Parrish Barwick**  
County Coordinator

**T. Buckingham Bird**  
County Attorney  
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**ITEM 3**

**CONSENT AGENDA ITEMS**

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR SESSION  
July 7, 2015

The Board met this date in regular session. Present were Chairperson Benjamin “Benny” Bishop, Commissioners Hines Boyd, Eugene Hall and Stephen Walker. Also present were County Attorney Buck Bird, County Coordinator Parrish Barwick and Clerk of Court Finance Director Charles Culp.

**ITEM 1: Call to Order, Invocation, Pledge of Allegiance**

1. Chairman Bishop led the Invocation and Pledge of Allegiance.

**ITEM 2: Public Announcements, Presentations and Awards**

2. Citizen Troy Avera discussed the Heritage Road program and informed the Board that the County received a grant in the amount of \$2000 from Visit Florida for brochures about the Heritage Roads.
3. The Department of Health presented the Community Champion Award to the Jefferson County Health Department for its work on obesity education in the area.
4. Nancy Wideman with the Tourist Development Council expressed her thanks to County Coordinator Parrish Barwick and Commissioner Walker for their hands-on help at the head of the Wacissa River Park.
5. Citizen John Nelson thanked the Board for their support of the July 4<sup>th</sup> festivities.
6. Chamber of Commerce Director Katrina Richardson stated there would be an unveiling of the new Chamber message board on Friday, July 10<sup>th</sup> at 11:30 am.

**ITEM 3: Consent Agenda**

7. **On motion by Commissioner Hall, seconded by Commissioner Walker unanimously carried, the consent agenda—consisting of the approval of the agenda, the minutes of the June 15<sup>th</sup>, 2015 Regular Session, satisfaction of SHIP lien and the Howard Academy 50<sup>th</sup> Class Reunion Proclamation—was approved.**

**ITEM 4: Citizens Request & Input on Non-Agenda Items**

8. Citizen Delphine Simpkins-Hill expressed concern that the previously discussed information about the MLK Day Parade and Emancipation Day Parade had been placed on the website but with minimal information. Commissioner Hall directed County Coordinator Barwick to get with citizen Charles Parrish to obtain more information for the website.
9. Citizen Paul Henry thanked the Board for good governance, responsiveness and listening to the concerns of the citizens.

10. Citizen David Ward discussed the Suwannee River Water Management District potentially purchasing two parcels of land from the County.
11. Dick Bailar, on behalf of the Legislative Committee, stated he would be bringing a summary of the Legislative Session to the next Board meeting.
12. Citizen Veronica Moore spoke on behalf of the citizens of Lamont about their concern with the plan to move the Solid Waste collection site from adjacent to the Lamont Schoolhouse to adjacent to the Lamont Rec Park. Commissioner Walker stated he would further research and look for a different location that would not be near the park or the schoolhouse.

**ITEM 5a: Jefferson County Hall of Fame program**

13. Chamber Director Katrina Richardson introduced this item. **On motion by Commissioner Boyd, seconded by Commissioner Walker and unanimously carried, the Board approved allowing the Chamber of Commerce to begin a Jefferson County Hall of Fame.**

**ITEM 5b: CareerSource North Florida Resolution/Inter-local Agreement**

14. Sheryl Rehberg with CareerSource introduced this item. **On motion by Commissioner Boyd, seconded by Commissioner Hall and unanimously carried, the Board approved the resolution. On motion by Commissioner Boyd, seconded by Commissioner Walker and unanimously carried, the Board approved the inter-local agreement.**

**ITEM 5c: Brownfields Designation Request**

15. Business owner Arun Kundra introduced this item to the Board regarding his property in Lloyd. **On motion by Commissioner Boyd, seconded by Commissioner Hall and unanimously carried, this item was set for public hearing on July 21<sup>st</sup>.**

**ITEM 5d: Travel Policy Discussion**

16. It was the consensus of the Board to table this item to the July 21<sup>st</sup> meeting.

**ITEM 5e: Animal Control Ordinance Language Discussion**

17. County Attorney Buck Bird introduced this item and stated the city was reviewing the language before final approval of the joint animal control project.

**ITEM 6: County Coordinator – Surplus Vehicle**

18. County Coordinator Parrish Barwick introduced this item and stated that Jefferson Correctional Institute had expressed interest in a county vehicle that was no longer of use to the County. JCI stated their intent to repair the vehicle and use for

perimeter checks at the facility. **On motion by Commissioner Hall, seconded by Commissioner Walker and unanimously carried, the approved declaring the vehicle surplus and donating to JCI.**

19. Mr. Barwick provided an update on the RESTORE Act and noted that the county had until July 15th to sign the settlement agreement. He requested an emergency meeting on Monday, July 13<sup>th</sup> at 8 am to discuss this issue in order for Commissioner Barfield would be present.

**ITEM 7: Commissioner Discussion Items**

20. Clerk of Court Finance Director Charles Culp set the first budget workshop for Monday, July 20<sup>th</sup> at 6 pm.

**ITEM 8: Adjournment**

21. The warrant register was reviewed and bills ordered paid.
22. **On motion by Commissioner Hall, seconded by Commissioner Walker and unanimously carried, the meeting was adjourned.**

Attest: \_\_\_\_\_

Clerk

\_\_\_\_\_  
Chairman

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS  
EMERGENCY SESSION  
July 13, 2015

The Board met this date in emergency session. Present were Chairperson Benjamin “Benny” Bishop, Commissioners Betsy Barfield, Hines Boyd and Stephen Walker. Commissioner Hall attended via phone. Also present were County Attorney Buck Bird, County Coordinator Parrish Barwick and Clerk of Court Finance Director Charles Culp.

**ITEM 2: Mosquito Control Budget**

1. County Coordinator Parrish Barwick presented the Mosquito Control Budget to the Board. **On motion by Commissioner Boyd, seconded by Commissioner Walker and unanimously carried, the Board approved the budget.**

**ITEM 1: Settlement Agreement with Deep Water Horizon**

2. County Attorney Buck Bird introduced this item and stated there was a settlement offer on the table and that, if the County agreed to the offer, the Board would need to sign a release provision to release BP from any additional responsibility to Jefferson County. Commissioner Barfield stated the proposed settlement was based on a formula and the amount was \$341,553. Attorney Don Hinkle, who represents the County on this issue, gave information on the case and recommended the County accept the settlement before the July 15<sup>th</sup> deadline. **On motion by Commissioner Barfield, seconded by Commissioner Walker and unanimously carried, the Board accepted the settlement.**

**ITEM 8: Adjournment**

3. **On motion by Commissioner Walker, seconded by Commissioner Barfield and unanimously carried, the meeting was adjourned.**

Attest: \_\_\_\_\_  
Clerk

\_\_\_\_\_  
Chairman

**FIRST AMENDMENT TO GENERAL ADMINISTRATION CONTRACT BETWEEN  
JEFFERSON COUNTY AND FRED FOX ENTERPRISES, INC.**

This Amendment is to that certain agreement of October 7, 2014 and all amendments thereto, (the Agreement) between JEFFERSON COUNTY, FLORIDA, hereinafter referred to as the "LOCAL GOVERNMENT" and FRED FOX ENTERPRISES, INC., a Florida Corporation, locate at 26 Spanish Street, Saint Augustine, Florida 32084, hereinafter referred to as "ADMINISTRATOR".

Whereas both parties to the Agreement wish to amend the Agreement to comply with State of Florida and U.S. Department of Housing and Urban Development requirements regarding Retention of Records for activities funded under the Florida Small Cities Community Development Block Grant program;

Now therefore, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

- 1. The ARTICLE 18 – ACCESS TO RECORDS section of the Agreement, is hereby deleted and replaced by the following ARTICLE 18 ACCESS TO RECORDS:

**ARTICLE 18**

**ACCESS TO RECORDS**

The LOCAL GOVERNMENT, the Florida Department of Economic Opportunity, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability, the U.S. Department of Housing and Urban Development, the Comptroller General of the United States, and any of their duly authorized representatives, shall have access to any books, documents, papers, and records, including electronic storage media, of the ADMINISTRATOR which are directly pertinent to this contract for the purpose of audit, examination, making excerpts, and transcriptions., as they may relate to this Agreement.

All provisions of the Agreement and any Exhibits or attachments thereto in conflict with this amendment shall be and are hereby changed to conform to this amendment, effective as of the date of the execution of this amendment by both parties.

All provisions not in conflict with this amendment remain in full force and effect, and are to be performed at the level specified in the Agreement.

In witness whereof, the parties hereto have executed this document as of the dates set herein.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this document for the purposes herein expressed on the dates set forth below.

JEFFERSON COUNTY

FRED FOX ENTERPRISES, INC.

By: \_\_\_\_\_  
Benjamin "Benny" Bishop, Chairman

By: *Fred Fox*  
Fred Fox, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_





**ITEM 5(a)**

**2015/2016 SHIP CERTIFICATION**

**State Housing Initiative Partnership (SHIP) Program  
Fiscal Year 2015-2016 Funding Certification**

Name of Local Government

Jefferson County

Projected Allocation\*

\$350,000

*\*See allocation chart attached to this document.*

Strategies	Will this strategy serve HO or Rental?	Is this an approved strategy in current LHAP? (Y/N)	Will this strategy be eligible for Special Needs Applicants? (Y/N)	Total \$ Amount to be Expended
Purchase Assistance	HO	Y	Y	\$ 50,000
Rehabilitation	HO	Y	Y	\$240,000
Purchase Assistance New Construction	HO	Y	Y	\$ 25,000
				\$
<b>Total must equal total allocation for 2015-2016 minus administrative costs</b>				<b>\$315,000</b>
For strategies targeting the Special Needs requirement, describe any additional information that will be utilized to ensure this goal is met: Special Needs Applicants will be given first priority until the 20% set aside has been met.				

**Legislative Proviso Language**

*From the funds in Specific Appropriation 2241, each local government must use a minimum of 20 percent of its allocation to serve persons with special needs as defined in section 420.0004, Florida Statutes. Before this portion of the allocation is released by the Florida Housing Finance Corporation (FHFC), a local government must certify that it will meet this requirement through existing approved strategies in the local assistance plan or submit a new local housing assistance plan strategy for this purpose to the FHFC for approval to ensure that it meets these specifications. The first priority of these special needs funds must be to serve persons with developmental disabilities as defined in section 393.063, Florida Statutes, with an emphasis on home modifications, including technological enhancements and devices, which will allow homeowners to remain independent in their own homes and maintain their homeownership.*

*From the funds in Specific Appropriation 2241, local governments may create regional partnerships across jurisdictional boundaries through the pooling of appropriated funds to address homeless housing needs identified in local housing assistance plans.*

**Statutory Revision (new subsection added to 420.9072)**

420.9072 (10) Notwithstanding ss. 420.9071(26) and 420.9075(5) and subsection (7), for the 2015-2016 fiscal year:

(a) The term “rent subsidies” means ongoing monthly rental assistance.

(b) Up to 25 percent of the funds made available in each county and each eligible municipality from the local housing distribution may be used for rental assistance and rent subsidies as provided in paragraph (c).

(c) A county or an eligible municipality may expend its portion of the local housing distribution to provide the following types of rental assistance and rent subsidies:

1. Security and utility deposit assistance.
2. Eviction prevention subsidies not to exceed 6 months’ rent.
3. Rent subsidies for very-low-income households with at least one adult who is a person with special needs as defined in s. 420.0004 or a person who is homeless as defined in s. 420.621 when the person initially qualified for a rent subsidy. The period of rental subsidy may not exceed 12 months for any eligible household or person.
- (d) This subsection expires July 1, 2016.

**References**

*420.0004 (13), F.S. “Person with special needs” means an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling condition; a young adult formerly in foster care who is eligible for services under s. 409.1451(5); a survivor of domestic violence as defined in s. 741.28; or a person receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans’ disability benefits.*

*393.063 (9), F.S. “Developmental disability” means a disorder or syndrome that is attributable to retardation, cerebral palsy, autism, spina bifida, or Prader-Willi syndrome; that manifests before the age of 18; and that constitutes a substantial handicap that can reasonably be expected to continue indefinitely.*

**Certifications for SHIP Fiscal Year 2015-2016 Funding:**

JEFFERSON COUNTY agrees that:  
*Local Government Name*

1. The city/county has read and understands the proviso and statutory language above.
2. The city/county understands that we are required to meet the goals as described in the language for the allocation of SHIP funds for fiscal year 2015-2016 in addition to meeting all other SHIP program requirements in section 420.9071-9079, Florida Statutes, and chapter 67-37, Florida Administrative Code.
3. The city/county will use at least 20% of the allocation of SHIP funds for fiscal year 2015-2016 for special needs households as defined in section 420.0004 (13), Florida Statutes, and included below through approved strategies or by incorporating new strategies, prioritizing funding for persons with developmental disabilities as defined in section 393.063 (9), Florida Statutes, and included below with an emphasis on home modifications, including technological enhancements and devices.
4. The city/county agrees to tracking each household for special needs and will report such data as part of the annual report or as required by FHFC.
5. The city/county understands that use of SHIP funds for the activities described in the proviso and statutory language in this certification must be completed through a strategy approved by FHFC.

**Authorized Signature:**

Benjamin "Benny" Bishop, Chair \_\_\_\_\_  
Name Signature

Date: \_\_\_\_\_

Please return this completed form as a PDF document to [robert.dearduff@floridahousing.org](mailto:robert.dearduff@floridahousing.org)

**ITEM 5(b)**

**TANKER REQUEST**



## Jefferson County Fire Rescue

Mark Matthews  
Chief

07/14/2015

Dear Mr. Barwick,

As you know, we have been in the process of selecting a vender for a Tanker/Tender that we have a \$235,000 AFG grant for. We started off by contacting the manufacturers that were on the Florida Sheriffs Association bid list for quotes as well a couple of others that were recommended that we could piggy-back bids with.

As you can see on the attached spread sheet, the most truck at the lowest cost is the one from Fouts Brothers. They are located in Smyrna Georgia right above Atlanta. We will be able to piggy-back off of a similar tanker bid from Garden City Georgia that was just awarded in May. Our truck will have more equipment on it.

I recommend that I be given permission to purchase the new 3,000 gallon tanker with a 750gpm pump on a Kenworth Chassis off of a bid that was recently awarded by Garden City Georgia to Fouts Brothers with the additional equipment as listed on the quote spread sheet for \$234,321.

Respectfully,

*Mark Matthews*

Chief Mark Matthews,  
Jefferson County Fire Rescue

57 Martin Road  
Monticello, FL 34344  
(850) 342-0182 ext. 1 / fax (850) 342-0181  
E-mail: [mmatthews@jeffersoncountyfl.gov](mailto:mmatthews@jeffersoncountyfl.gov)

Base bid specifications used are from the FSA State Contract	Build Time	TANK SIZE	PUMP	CHASSIS	ENGINE	TRANS	WET SIDE	FRONT GAWR	REAR GAWR	NEEDED	NEEDED	GWWR	LENGTH	DRIVERS SIDE COMPART-MENTS FORWARD REAR WHEELS	DRIVERS SIDE COMPART-MENTS BEHIND REAR WHEELS	OFFICERS SIDE COMPART-MENTS FORWARD REAR WHEELS	OFFICERS SIDE COMPART-MENTS BEHIND REAR WHEELS	BASE BID PRICE QUOTE	Cost to Upgrade to A 750 GPM Pump	Cost to Upgrade to A 3,000 Gallon Poly Tank	Cost to Add A 3,000 Gallon Folding Tank Hydraulic Mount	Cost to Add A 3,000 Gallon Folding Drop Tank	Cost to Add A Cab Controlled Front Spray Bar	Cost to Add Class "A" Foam Injector
KME Kovatch (ETR)	After receipt of chassis 120 to 180	1/2" thick 3,000 Gallon	500 GPM PTO HALE	Freightliner M2	Cummins ISL 350HP	Allison 3000 EVS	Wet	16,000	46,000	46,000	?	30' 10"	34X70	N / A	34X70	N / A	\$231,225	\$3,338	INCLUDED IN BASE BID PRICE QUOTE	\$5,556	COST NOT QUOTED AS REQUESTED	\$3,809	\$7,153	
Southwest Apparatus	200	3/4" thick 3,000 Gallon	750 GPM PTO DARLEY	Kenworth T-370	Cummins 380 HP	Allison 3000 EVS	Wet	16,000	40,000	40,000	54,600	30' 4"	30X60	30X24	30X60	30X24	\$239,905	INCLUDED IN BASE BID PRICE QUOTE	Not required. Drop tank will slide in and lay flat in area between bottom of tank and top of apparatus body side compartments	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	Foam Pro 1600 Add INCLUDED IN BASE BID PRICE QUOTE	
Pierce 10-8	270	1/2" thick 3,000 Gallon	750 GPM PTO HALE	Freightliner M2	Cummins ISL9 350HP	Allison 3000 EVS	Dry	16,000	46,000	46,000	60,000	30' 3"	26.75X47.5	26.75X16.5	37.75X47.5	26.75X16.5	\$238,999	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	External 95 GPM foam educator is included in quote. Not a class "A" foam injection system as requested	
Fouts Bros	200	1/2" thick 3,000 Gallon	750 GPM PTO DARLEY	Kenworth T-370	Cummins 380 HP	Allison 3000 EVS	Wet	14,600 To add 16,000	40,000	40,000	54,600	32'?	27X60	27X24	27X60	27X24	\$232,797	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	Not required. Drop tank will slide in and lay flat in area between bottom of tank and top of apparatus body side compartments	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	
Rosenbauer	?	3/4" thick 3,000 Gallon	750 GPM PTO Waterous	Freightliner M2	Cummins 330 HP	Allison 3000 EVS	Wet	16,000	46,000	46,000	60,000	31' 10"	36X41.5	36X40.5	36X41.5	36X40.5	\$229,133	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	\$3,197	\$5,561	
E-ONE	After receipt of chassis 180	1/2" thick 2,500 Gallon	750 GPM PTO HALE	Freightliner M2	Cummins ISL 350HP	Allison 3000 EVS	Wet	16,000	46,000	46,000	?	31' 1"	34X42	34X42	34X42	34X42	\$229,606	INCLUDED IN BASE BID PRICE QUOTE	Manual drop down storage rack for a 2,500 gallon drop tank is included in quote. Not the hydraulic storage rack for a 3,000 gallon tank as requested	COST NOT QUOTED AS REQUESTED	COST NOT QUOTED AS REQUESTED	COST NOT QUOTED AS REQUESTED		



Cost to Add Class "A" & "B" Foam Injection	Cost to Add Booster Reel, Hose, and Nozzle	Cost to Add Rear Discharge	Cost to Add 2 Hose bed dividers INCLUDED IN BASE BID PRICE QUOTE	Cost to Add Telescoping Scene Lights	Any Extras Included in Bid	Questions	BASE BID PRICE QUOTE WITH REQUESTED EQUIPMENT ADDED IN	Equipment Requested to be Added to Base Bid 3000 gal. poly tank, 750 GPM pump, 2.5 inch rear discharge, A second hose bed divider, Two -10' hard suction, Ladder complement and mounts, Pike poles and mounts, 3000 gal. drop tank and hydraulic mount, telescopic scene lights, axes and mounts, Hydrant wrench set, Two SCBA mounts, Two spare SCBA bottle storage, Booster reel with 1" hose and nozzle.	If any funds are left over, additional NPPA 1901 compliant equipment wanted Battery charger, 600' of 3" hose, 400' of 1.75" hose, Two 95gpm 1.5" nozzles, Deck gun discharge with deck gun and portable base, 2 wheel chocks, Two portable hand lights mounted, One 80 B.C and one 2.5 gallon water extinguisher mounted, One double male and one double female adapters mounted, five fluorescent traffic cones, Five illuminated warning devices, One rubber mallet, Two helmet mounts, In-cab water tank level gauge
\$10,969	\$3846	\$2,822	\$5,897	\$2,885	Two wheel chocks mounted,	None	All But Class "A" & "B" foam system added in \$266,531	Equipment requested but not quoted in KIME bid 3,000 gallon drop tank	Equipment missing from FSA base bid None
Add FRC MFA220 Manual Class "A" & "B" Foam \$3,150	With 100' of 1" hose	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	Two 1.5" nozzles, 400' of 1.75" hose, Door lettering	None	All But Class "A" & "B" foam system added in \$239,905	Equipment requested but not quoted in Southeast bid None	Equipment missing from FSA base bid Has a 40,000 pound rear axle - needs a 44,000 pound.
Add Husky 3 Class "A" & "B" Foam \$11,409	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	Battery charger	None	\$238,999	Equipment requested but not quoted in Pierce bid Hydrant wrench set, They bid using an educator type class "A" foam system instead of the requested injection type class "A" foam system	Equipment missing from FSA base bid Missing second 2.5" direct fill
Foam Pro 2002 Class "A" & "B" Foam Injection	With 150' of 1" hose	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	Truck door lettering, Class "A" & "B" foam system,	None	With 16,000 pound front axle and one extra hard suction added in. \$234,321	Equipment requested but not quoted in Fours Bros bid None	Equipment missing from FSA base bid Has a 40,000 pound rear axle - needs a 44,000 pound.
\$145	\$4,190	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	Battery charger,	Price to change rotating warning lights to LED lights? Build time?	foam, Booster reel added in \$242,081	Equipment needed but not quoted in Rosenbauer bid None	Equipment missing from FSA base bid None
Page 16					Ladders and mounts, Pike poles and mounts, Axes and mounts, Two hose bed dividers, Hydrant wrench set, One 10' suction hose		3,000 gallon poly tank added in \$235,074	Equipment requested but not quoted in E-ONE bid Need price for one more 10' hard suction for a total of two, Backboard storage space, Two SCBA mounting brackets, Two SCBA spare bottle storage space, 3,000 gallon drop tank, Spray bar, Class "A" foam system, Booster reel-hose-nozzle, Telescoping scene lights	Equipment missing from FSA base bid Has one 2.5" direct fill - needs to have two 2.5" direct fills.



Base bid specifications used are from the FSA State Contract	Build Time Days	TANK SIZE	PUMP	CHASSIS	ENGINE	TRANS	WET or DRY SIDE	FRONT GAWR 16,000 NEEDED	REAR GAWR 44,000 NEEDED	GVWR	LENGTH	DRIVERS SIDE COMPARTMENTS FORWARD REAR WHEELS	DRIVERS SIDE COMPARTMENTS BEHIND REAR WHEELS	OFFICERS SIDE COMPARTMENTS FORWARD REAR WHEELS	OFFICERS SIDE COMPARTMENTS BEHIND REAR WHEELS	BASE BID PRICE QUOTE	Cost to Upgrade to A 750 GPM Pump	Cost to Upgrade to A 3,000 Gallon Poly Tank	Cost to Add A 3,000 Gallon Folding Tank Hydraulic Mount	Cost to Add A 3,000 Gallon Folding Drop Tank	Cost to Add A Cab Controlled Front Spray Bar	Cost to Add Class "A" Foam Injection
KME Kovatch (ETR)	After receipt of chassis 120 to 180	1/2" thick 3,000 Gallon	500 GPM PTO HALE	Freightliner M2	Cummins ISL 350HP	Allison 3000 EVS	Wet	16,000	46,000	?	30' 10"	34X70	N / A	34X70	N / A	\$231,225	\$3,338	INCLUDED IN BASE BID PRICE QUOTE	\$5,556	COST NOT QUOTED AS REQUESTED	\$3,809	\$7,153
Southeast Apparatus	200	3/4" thick 3,000 Gallon	750 GPM PTO DARLEY	Kenworth T-370	Cummins 380 HP	Allison 3000 EVS	Wet	16,000	40,000	54,600	30' 4"	30X60	30X24	30X60	30X24	\$239,905	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	Not required. Drop tank will slide in and lay flat in area between bottom of tank and top of apparatus body side compartments	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	Add Foam Pro 1600 INCLUDED IN BASE BID PRICE QUOTE
Pierce 10-8	270	1/2" thick 3,000 Gallon	750 GPM PTO HALE	Freightliner M2	Cummins ISL9 350HP	Allison 3000 EVS	Dry	16,000	46,000	60,000	30' 3"	26.75X47.5	26.75X16.5	37.75X47.5	26.75X16.5	\$238,999	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	External 95 GPM foam eductor is included in quote. Not a class "A" foam injection system as requested
Fouts Bros	200	1/2" thick 3,000 Gallon	750 GPM PTO DARLEY	Kenworth T-370	Cummins 380 HP	Allison 3000 EVS	Wet	Bid using 14,600 To add 16,000 \$1,200	40,000	54,600	32'?	27X60	27X24	27X60	27X24	\$232,797	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	Not required. Drop tank will slide in and lay flat in area between bottom of tank and top of apparatus body side compartments	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	
Rosenbauer	?	3/4" thick 3,000 Gallon	750 GPM PTO Waterous	Freightliner M2	Cummins 330 HP	Allison 3000 EVS	Wet	16,000	46,000	60,000	31' 10"	36X41.5	36X40.5	36X41.5	36X40.5	\$229,133	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	\$3,197	\$5,561
E-ONE	After receipt of chassis 180	1/2" thick 2,500 Gallon	750 GPM PTO HALE	Freightliner M2	Cummins ISL 350HP	Allison 3000 EVS	Wet	16,000	46,000	?	31' 1"	34X42	34X42	34X42	34X42	\$229,606	INCLUDED IN BASE BID PRICE QUOTE	\$5,468	Manual drop down storage rack for a 2,500 gallon drop tank is included in quote. Not the hydraulic storage rack for a 3,000 gallon tank as requested	COST NOT QUOTED AS REQUESTED	COST NOT QUOTED AS REQUESTED	COST NOT QUOTED AS REQUESTED

Cost to Add Class "A" & "B" Foam Injection	Cost to Add Booster Reel, Hose, and Nozzle	Cost to Add Rear Discharge	Cost to Add Pike poles, Axes, Backboard storage, Two hose bed dividers, Two SCBA brackets, SCBA spare bottle storage, Ladder complement, Suction hose, Hydrant wrench set	Cost to Add Telescoping Scene Lights	Any Extras Included in Bid	Questions	BASE BID PRICE QUOTE WITH REQUESTED EQUIPMENT ADDED IN	Equipment Requested to be Added to Base Bid	If any funds are left over, additional NPPA 1901 compliant equipment wanted
\$10,969	With 150' of 1" hose \$3846	\$2,822	INCLUDED IN BASE BID PRICE QUOTE Add Suction hose, ladders, Pike poles, Axes, Hydrant wrench set, 2 SCBA mounts, 2 Spare bottle compartments, Backboard storage space \$5,897	\$2,885	Two wheel chocks mounted,	None	All but Class "A" & "B" foam system added in \$266,531	Equipment requested but not quoted in KME bid 3,000 gallon drop tank	Equipment missing from FSA base bid None
Add FRC MFA220 Manual Class "A" & "B" Foam \$3,150	With 100' of 1" hose INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	Two 1.5" nozzles, 400' of 1.75" hose, Door lettering	None	All but Class "A" & "B" foam system added in \$239,905	Equipment requested but not quoted in Southeast bid None	Equipment missing from FSA base bid Has a 40,000 pound rear axels - needs a 44,000 pound,
Add Husky 3 Class "A" & "B" Foam \$11,409	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	Battery charger	None	\$238,999	Equipment requested but not quoted in Pierce bid Hydrant wrench set, They bid using an eductor type class "A" foam system instead of the requested injection type class "A" foam system	Equipment missing from FSA base bid Missing second 2.5" direct fill
Add Foam Pro 2002 Class "A" & "B" Foam Injection INCLUDED IN BASE BID PRICE	With 150' of 1" hose INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	Truck door lettering, Class "A" & "B" foam system,	None	With 16,000 pound front axle and one extra hard suction added in. \$234,321	Equipment requested but not quoted in Fouts Bros bid None	Equipment missing from FSA base bid Has a 40,000 pound rear axels - needs a 44,000 pound,
\$12,140	\$4,190	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	INCLUDED IN BASE BID PRICE QUOTE	Battery charger,	Price to change rotating warning lights to LED lights? Build time?	Spray bar, Class "A" foam, Booster reel added in \$242,081	Equipment needed but not quoted in Rosenbauer bid None	Equipment missing from FSA base bid None
COST NOT QUOTED AS REQUESTED	COST NOT QUOTED AS REQUESTED	INCLUDED IN BASE BID PRICE QUOTE	Ladders and mounts, Pike poles and mounts, Axes and mounts, Two hose bed dividers, Hydrant wrench set, One 10' suction hose INCLUDED IN BASE BID PRICE QUOTE	COST NOT QUOTED AS REQUESTED	Battery charger,	Price for all emergency lighting to be LED Build time?	3,000 gallon polly tank added in \$235,074	Equipment requested but not quoted in E-ONE bid Need price for one more 10' hard suction for a total of two, Backboard storage space, Two SCBA mounting brackets, Two SCBA spare bottle storage space, 3,000 gallon drop tank, Spray bar, Class "A" foam system, Booster reel-hose-nozzle, Telescoping scene lights	Equipment missing from FSA base bid Has one 2.5" direct fill - needs to have two 2.5" direct fills,

**ITEM 5(c)**

**TRAVEL POLICY DISCUSSION**

**BOARD OF COUNTY COMMISSIONERS  
JEFFERSON COUNTY**

**TRAVEL POLICY**

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS  
Travel Policy**

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## *Travel Reimbursement Policy*

This manual provides guidance on expenditures authorized for travel in accordance with Section 112.061, Florida Statutes and United States General Services Administrative Federal per diem rate reimbursement guidelines.

Expenditures properly chargeable to travel include, but are not limited to:

- registration payments,
- reimbursements of mileage for use of privately owned vehicle
- per diem
- substance allowance (meals)
- actual lodging in lieu of per diem
- common carrier (airline, rental car, etc.) transportation and
- other expenses incidental to travel which are authorized by law

Travel should be carefully planned in advance to ensure that the most economical and efficient method of travel and the most economical class of transportation is used.

Travelers shall be reimbursed for travel expenses pursuant to Section 112.061, F.S. and United States General Services Administration Federal per diem rate reimbursement guidelines. Except for meals and certain incidental expenses, travelers must retain receipts and other documentation necessary to obtain reimbursement (i.e. hotel, rental car, tolls, parking, etc.)

Seatbelt use is mandatory while on travel status, regardless of whether the vehicle is a County owned vehicle, privately owned vehicle, or a rented vehicle. Failure to use a seat belt may be considered an improper use of a vehicle and may subject the traveler to disciplinary action. If an accident resulting in injury occurs and failure to use the seat belt contributed to the injuries, workers' compensation benefits may be reduced under the provisions of Section 440.09(4), F.S.

A traveler may not, under any circumstances compose or read text or email messages on their County issued or personal cellular devices while operating a motor vehicle on County business.

## **Section 1 – General Information**

Class A travel – Continuous travel of 24 hours or more away from official headquarters.

Class B travel – Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

Class C travel – Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

Vicinity Miles – Miles incurred on official County business when travel is within the vicinity of the city limits of the city traveled to.

It is the responsibility of each traveler to plan travel arrangements in advance, when possible, to ensure that the travel is within budget, the most economical and efficient methods are used, and must request standard accommodations.

Class A and B travelers are allowed a per diem rate of \$80 or the actual costs of lodging plus meal allowances. It is suggested that hotel or motel rooms be paid for by using the County Purchasing Card and travelers will be reimbursed for their meals at the rates listed in section 5.02.

Class C travelers, those taking trips in a single day, are paid for transportation (common carrier, rental car, or mileage) and reimbursable incidental expenses. Currently, *a traveler shall neither be reimbursed for Class C travel on a per diem basis, nor shall a traveler receive a meal allowance incurred.* If a P-Card is used for fuel, a traveler will not receive mileage.

## **Section 2 – Conferences and Conventions**

No public funds should be expended for attendance at conferences or conventions unless the main purpose of the conference or convention is in connection with the official business of the County and directly related to the performance of the statutory or constitutional duties and responsibilities of the Department participating; or unless the activity provides a direct educational or other benefit supporting the work and public purpose of the person attending; or the duties and responsibilities of the traveler attending such meetings are compatible with the objectives of the particular conference or convention.

When claiming reimbursement for conference or convention travel when no registration fee was required, the statement “no registration fee required” must

appear on the travel voucher. If the registration fee is paid by use of the Purchasing Card, a copy of the Purchasing Card receipt should be attached to the voucher and a statement must be on the voucher that the registration fee was paid by the P-Card.

When registration fee is required and no meals are included in the fee, the statement “no meals included” should appear on the travel voucher. When a meal is included in a registration fee, the meal allowance must be deducted even if the traveler decides for personal reasons not to eat the meal. As provided in Attorney General Opinion 081-53, a continental breakfast is considered a meal and must be deducted if included in the registration fee for a conference, seminar, or workshop.

If a traveler is claiming per diem for a day on which a meal is provided, the per diem rate for that day will be reduced by the meal allowance authorized.

### **Section 3 – Travel Voucher**

The traveler should fill out the Travel Reimbursement Voucher and submit it to the Finance Department within two weeks of returning. Any form other than the County approved Travel Reimbursement Voucher will not be accepted. Emails, memos, or any other types of requests will be denied until the Voucher is completed and submitted.

The traveler must indicate the purpose of the travel and attach the necessary documentation justifying the reason for travel (i.e. conference agenda). The voucher must contain the destination, dates of the trip, mileage with the mileage map, meal allowances, hotel receipt, and any other reasonable expenses that were incurred while traveling (i.e. tolls, parking, etc.). If the traveler is claiming per diem rates, meal receipts are not necessary to be submitted with the voucher.

A traveler must be approved to travel by their immediate supervisor. When completing the travel voucher for reimbursement, the supervisor’s signature must be included. If said signature is not included, the travel voucher will be returned and not be processed until the signature is included.

A traveler will not be allowed an advancement of monies for meal allowances or mileage unless authorized and approved by their supervisor.

### **Section 4 – Per Diem**

A traveler may not claim per diem or reimbursement for lodging or overnight travel within 50 miles of his/her official headquarters or residence unless the



circumstances necessitating such overnight travel are fully explained by the traveler and approved by the Department Head or their designee.

Travelers will be reimbursed \$20.00 for each quarter that travel begins or ends. Example: If the traveler opts to receive per diem and leaves at 9:00 a.m. on Monday and returns at noon on Wednesday, the traveler will be reimbursed \$60.00 for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters on Monday, \$80.00 for all day on Tuesday, and \$40.00 for the 1<sup>st</sup> and 2<sup>nd</sup> quarters on Wednesday, for a total of \$180.

## **Section 5 – Actual Expenses**

The traveler may claim reimbursement for actual expenses or per diem for Class A and B travel on a day by day basis.

A traveler choosing actual expenses for Class A or B travel must attach the original hotel receipt to the Travel Voucher in order to receive reimbursement even if the traveler uses a purchasing card to pay for the lodging (use of the P-Card is recommended).

### **Section 5.01 – Lodging**

Travelers will receive reimbursement of lodging expenses if the expenses are necessary, reasonable, are based on a single occupancy rate, and are substantiated by paid receipts.

Travelers should request the single occupancy government rate for hotel or motel rooms if claiming the actual cost of the room instead of per diem. Authorized travelers are reminded that obtaining economical hotel accommodations is a priority. Travelers should be prepared to justify situations where hotel costs appear excessive for the geographic areas in which the traveler is staying. In determining whether a hotel rate is excessive, consideration should be given to geographical area, seasonal fluctuations, and distance from the intended assignment location. A justification should be provided for hotel expenses that exceed \$150 per night (room rate only).

Receipts for lodging expenses must show the name and address of the establishment, the name of the traveler, the daily rate(s) paid, the dates of “check-in” and “check-out”, and the number of persons who occupied the room. Employees will not be reimbursed for additional occupancy charges for non-County employees. Lodging expenses paid within the State of Florida with a County-issued Purchasing Card are exempt from sales tax. A sales tax exempt certificate will be given to all employees with a Purchasing Card. Travelers should make sure that any State sales tax is removed from the bill and not paid. If sales

tax is paid, the traveler will note that they requested the sales tax be taken off of the bill and that it was not removed from the invoice.

If there is a mandatory hotel parking or valet parking charge, it should be included on the hotel receipt and should be noted on the travel voucher and should be noted on the hotel invoice that the parking or valet parking was a mandatory charge.

### Section 5.02 – Meal Allowances

In addition to receiving reimbursement of actual lodging expenses (if not paid by the Purchasing Card which is the preferred method), travelers will receive meal allowances according to departure and return times per the chart below:

<b>Meal</b>	<b>Traveler Must Depart Before:</b>	<b>And Return After:</b>	<b>To Claim Meal Allowance of:</b>
<b>Breakfast</b>	6:00 a.m.	8:00 a.m.	\$ <del>116</del> .00
<b>Lunch</b>	12:00 noon	2:00 p.m.	\$ <del>161</del> .00
<b>Dinner</b>	6:00 p.m.	8:00 p.m.	\$ <del>249</del> .00
<b>All Day</b>	6:00 a.m.	8:00 p.m.	\$ <del>536</del> .00

It is not necessary for travelers to submit meal receipts in order to claim reimbursement for meals. Currently, there is no reimbursement for meals during Class C travel. (The Implementing Bill for the General Appropriations Act will annually address the applicability of Class C travel reimbursement for meals.) *Currently, a traveler shall neither be reimbursed for Class C Travel on a per diem basis, nor shall a traveler receive a meal allowance.*

### Section 6 – Transportation

Travelers may use a common carrier, a County owned vehicle, a privately owned vehicle, or a rented vehicle for transportation. Whether the traveler chooses one or a combination of modes of transportation, the traveler should use the most economical travel route and the most economical and efficient travel method. However, travelers are not required to use their privately owned vehicle. The use of a privately owned vehicle is voluntary and is contingent upon such use conforming to the requirements above. If a rental car or another mode of transportation is used other than a privately owned vehicle, a Department Director must approve the means of transportation *before* arrangements are made and invoices are paid for.

### **Section 6.01 – Airline**

Travel by airline, when authorized, shall be “coach class” accommodations only (free upgrades are allowed). “First class” accommodations are not authorized and will result in reimbursement of expenses at the lower “coach” rate. The traveler must attach the original receipt for the purchase of the ticket (even if the County-issued Purchasing Card is used to purchase the ticket).

When appropriate, travelers should make use of discount airfares; however, many discount offers are either non-refundable or require payment of a penalty if exchanged or canceled. Penalties for exchange or cancellation of discount airfares may be reimbursed only if the cause or cancellation is in the best interest of the County. Reimbursement will not be made if the change is made strictly for the convenience of the traveler. A detailed justification for reimbursement of the exchange or cancellation penalty must be included on the traveler’s reimbursement voucher.

No group tickets or group charges are to be made. Each traveler must have an individual ticket.

Charges imposed by air carriers for lost tickets because of employee negligence will not be reimbursed by the County.

### **Section 6.02 – County Owned Vehicles**

Travelers using a County owned vehicle must include the vehicle number on the Travel Reimbursement Voucher. The traveler will not be reimbursed for mileage; however, if the traveler paid for fuel out-of-pocket, the traveler will be reimbursed for the amount of fuel only. It is recommended that the Purchasing Card be used for fuel when using a County owned vehicle.

### **Section 6.03 – Privately Owned Vehicles**

Travelers may use their privately owned vehicle and when doing so will be reimbursed for authorized business travel. Travelers using a privately owned vehicle will be reimbursed on a mile for mile basis at the rate authorized in Section 112.061, F.S., which is currently \$.445 per mile. Miles traveled between the traveler’s residence and official headquarters will not be reimbursed. Miles traveled between the point of origin must be based on the most current map miles maintained by the Florida Department of transportation at: <http://www2.dot.state.fl.us/CityToCityMileage/viewer.aspx>.

**Note: Travelers should calculate out to the third decimal point and round down to the nearest cent when calculating the allowable amount for all mileage. Example: 15 miles multiplied by \$.445 would equal \$6.675 and the amount to be paid to the traveler would be \$6.67.**

Vicinity miles incurred while conducting County business while in official travel status will be reimbursed on a mile for mile basis at the rate authorized in Section 112.061, F.S., which is currently \$.445 per mile, as a separate item on the reimbursement voucher. Vicinity mileage will only be reimbursed for driving around the city traveled to. Vicinity mileage may not be reimbursed for personal business (i.e. sightseeing, extracurricular activities, etc.). Vicinity miles are determined in addition to the mileage map discussed in the previous paragraph. An example of vicinity mileage would be the distance from a hotel (point of origin) in a city or town to a work assignment. It is the traveler's responsibility to accurately report vicinity miles incurred. The traveler must justify any vicinity miles that are deemed to be excessive.

When two or more travelers are traveling together, mileage reimbursement will be paid only to the owner of the vehicle.

Travelers will not be reimbursed for expenditures relating to the operation, maintenance, and ownership of a privately owned vehicle while on authorized travel.

#### **Section 6.04 – Rental Vehicle**

It is the traveler's responsibility to ensure that he/she receives the appropriate rate under the terms of the contract and the appropriate class vehicle at that rate. The traveler must have received approval *prior* to the rental reservations being made and also ensuring there is sufficient appropriations to cover said costs.

The traveler will not be reimbursed for mileage or vicinity mileage if using a rental car.

#### **Section 6.05 – Incidental Expenses**

Travelers should have a receipt for the following incidental expenses: taxi fares, all tolls, parking fees, and storage.

Reasonable tips and gratuities may be reimbursed for actual tips paid to taxi drivers, mandatory valet parking and for tips associated with the portage of baggage. Tips for meals are not reimbursable.

Other expenses incurred that are County-related will be reimbursed if reasonable and can be proven to be in the best interest of the County.

### **Section 7 – Request for Reimbursement of Expenses**

The traveler must complete the Travel Reimbursement Voucher to receive reimbursement of travel related expenses.

Travelers are not authorized Class A or Class B per diem when the work assignment is within 50 miles from their official headquarters or residence.

The traveler must submit a Travel Reimbursement Voucher within ten (10) days after returning to their official headquarters.

Vouchers requesting reimbursement must be typed or completed in ink and must be legible. Vouchers that are not legible or that are incomplete will not be processed for reimbursement and will be returned to the traveler.

The traveler must provide his/her name, Department name, and expenditure account number. The traveler must include the purpose of travel, travel destination, travel times, and requested reimbursement of expenses as appropriate. All Travel Reimbursement Vouchers must be signed and dated by the traveler and their supervisor.

The traveler will note travel expenses paid with a County issued Purchasing Card and should include the receipts with the voucher. Receipts shall be clearly marked “P-Card”. The traveler shall not use the Purchasing Card to purchase items not authorized, such as meals or personal items such as movie rentals, games, etc. If the traveler has nonetheless used the County issued Purchasing Card to purchase or pay for items that are not authorized, the traveler will note the times and will either deduct the amount of the item(s) from the amount due to the traveler or attach a personal check or money order to the Travel Reimbursement Voucher when the voucher is submitted along with all receipts for the disallowable purchases.

### **Section 8 – Submission of the Travel Reimbursement Voucher**

Assemble the following documents:

- Your completed Travel Voucher
- Documentation of the purpose for your travel (conference agenda, etc.)

- Mileage Map from the Florida Department of Transportation
- Attach receipts for all of your additional expenses
- In addition, attach the receipt for your hotel showing paid verification

Submit these documents to your supervisor or Department director for review and approval. ***All travel vouchers that do not have the supervisor signature on them will be returned and will not be paid until the supervisor has signed the voucher.*** Make sure that you include the proper expenditure account code on the voucher.

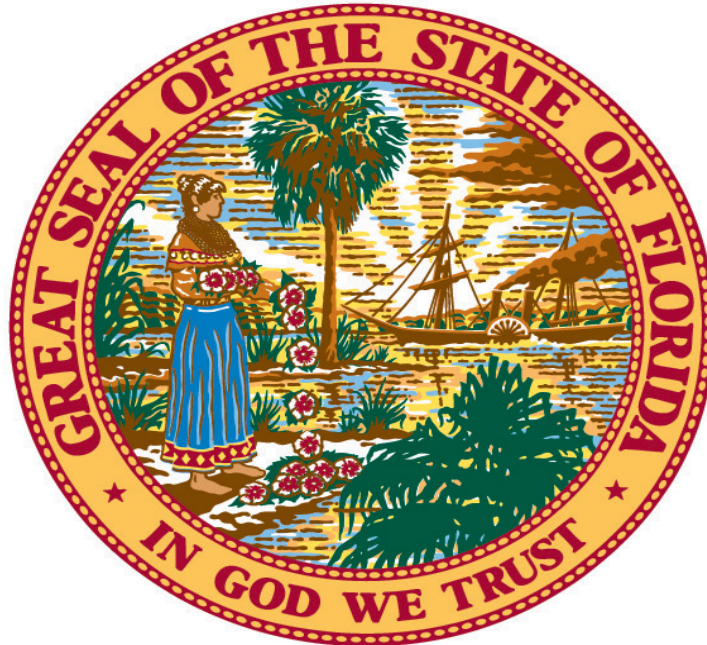
Once approved, make copies for your records and forward the originals to the Finance Department. Your Travel Voucher must be submitted within ten (10) days after returning.

Please check the Accounts Payable schedule to determine when you should receive your reimbursement.

**ITEM 6(a)**

**COUNTY COORDINATOR –  
HURRICANE LOSS MITIGATION PROGRAM**

State of Florida  
Division of Emergency Management



RFP-DEM-14-15-043

HURRICANE LOSS MITIGATION PROGRAM  
Residential Construction Mitigation Program (RCMP)

Request for Proposals

**CONTACT FOR QUESTIONS:**

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## 1) **BACKGROUND**

In 1999, the Florida Legislature passed the Bill Williams Residential Safety and Preparedness Act. Codified as section 215.559, Florida Statutes, this legislation created the Hurricane Loss Mitigation Program (“HLMP”).

In order to fund the HLMP, the Legislature appropriates at least \$10 million annually from the Florida Hurricane Catastrophe Fund to the Florida Division of Emergency Management (“Division”). Of that \$10 million, the Division can expend \$3.5 million in order to:

- a) Fund programs that “improve the wind resistance of residences and mobile homes...”;
- b) Educate “persons concerning the Florida Building Code cooperative programs...”; and,
- c) Undertake “other efforts to prevent or reduce losses or reduce the cost of rebuilding after a disaster.”

In accordance with section 215.559(5), Florida Statutes, funds appropriated by the Legislature to the Division for HLMP purposes “are intended to supplement, not supplant, the [D]ivision’s other funding sources.” Thus, HLMP projects should not duplicate existing mitigation programs administered by the Division.

As required by section 215.559(4), Florida Statutes, the Division implemented the HLMP in consultation with an advisory council. Based upon that consultation, the Division developed the Residential Construction Mitigation Program (“RCMP”). A component of the HLMP, the RCMP provides grant funding to governmental entities, nonprofit organizations, and qualified for-profit organizations as a means to improve the resiliency of residential structures within their communities. Mitigation retrofit improvements currently authorized for the RCMP include:

- a) Replacement of roof sheathing;
- b) Replacement of roof covering;
- c) Strengthening of roof deck attachment;
- d) Installation of secondary water barrier;
- e) Installation of hurricane straps;
- f) Installation of window and door opening protection;
- g) Installation of hurricane resistant windows and doors;
- h) Brace bottom chord gable end; and,
- i) Anchoring of wall or floor units to the foundation.

Ultimately, HLMP provides a mechanism for the Division to use moneys from the Hurricane Catastrophe Fund in order to protect against damage to property caused by disasters; by reducing the exposure of insured property in the State of Florida, the HLMP thereby reduces the exposure of the Hurricane Catastrophe Fund (and therefore, the exposure of Florida's taxpayers).

## 2) **SOLICITATION**

Through this Request for Proposals ("RFP"), the Division solicits written proposals from responsible and responsive Proposers who seek to perform mitigation retrofit improvements to residential properties. In order to qualify for an award, the proposed mitigation retrofit improvements must reduce losses or reduce the cost of rebuilding after a disaster. Additionally, Proposers must target residential properties that are not in compliance with the current edition of the Florida Building Code ("FBC").

When determining the effectiveness of a particular retrofit improvement, the Division will focus on the amount of reduction in risk exposure associated with the mitigation of a residential property, not the age of that property. Nonetheless, the Division encourages Proposers to target residential properties that fail to comply with the 2001 edition of the FBC as retrofit improvements to those properties may yield the greatest savings for the Hurricane Catastrophe Fund.

## 3) **PROPOSERS**

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

## 4) **ELIGIBLE PROPOSERS**

Grant funds awarded under the RCMP qualify as state financial assistance under the Florida Single Audit Act. See Section 215.971, Florida Statutes. The Catalog of State Financial Assistance number (CSFA#) for RCMP is 31.066.

Because the Legislature provides the Division with RCMP funds through the grants and aid appropriation category, eligible proposers under this RFP include governmental entities, nonprofit organizations, and qualified for-profit organizations; individual homeowners are ineligible to apply. The following statutory sections provide additional guidance:

- a) **Grants and aid.** In order to qualify for an award of a State-Funded Grant Agreement under the "grants and aid" appropriation category, a Recipient must be either a unit of government or nonstate entity. See Section 216.011(1)(r), Florida Statutes.

- b) **Nonstate entity.** As defined by section 215.97(2)(m), Florida Statutes, nonstate entity “means a local governmental entity, nonprofit organization, or for-profit organization that receives state financial assistance.”
1. **Local governmental entity.** As defined by section 215.97(2)(j), Florida Statutes, local governmental entity “means a county as a whole, municipality, or special district or any other entity excluding a district school board, charter school, Florida College System institution, or public university, however styled, which independently exercises any type of governmental function within the state.”
  2. **Nonprofit organization.** As defined by section 215.97(2)(l), Florida Statutes, nonprofit organization “means any corporation, trust, association, cooperative, or other organization that:
    - a. Is operated primarily for scientific, educational service, charitable, or similar purpose in the public interest.
    - b. Is not organized primarily for profit
    - c. Uses net proceeds to maintain, improve, or expand the operations of the organization.
    - d. Has no part of its income or profit distributable to its members, directors, or officers.
  3. **For-profit organization.** As defined by section 215.97(2)(g), Florida Statutes, for-profit organization “means any organization or sole proprietor that is not a governmental entity or a nonprofit organization.”

## 5) **RESPONSIBILITY**

In order to qualify as a responsible vendor as that term is defined by section 287.012(25), Florida Statutes, a proposer must demonstrate the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.

## 6) **PROPOSALS**

Applicants may submit one (1) proposal for a maximum award amount of \$194,000. Subcontractors may appear in more than one proposal. Sections 30 through 33 of this RFP provide additional guidance on proposal requirements.

## 7) **RESPONSIVENESS**

- a) **Vendor.** In order to qualify as a responsive vendor as that term is defined by section 287.012(27), Florida Statutes, a Proposer must submit a proposal that conforms in all material respects to this solicitation.
- b) **Proposal.** In order to qualify as a responsive proposal as that term is defined by section 287.012(26), Florida Statutes, a proposal must conform in all material respects to this solicitation.

1. The Division shall not consider any proposal that contains a material deviation from the terms of this solicitation. However, the Division reserves the right to consider a proposal that contains a minor deviation or irregularity so long as that minor deviation or irregularity does not provide a competitive advantage over the other proposers.
2. The Division shall not permit a vendor to amend a proposal after the due date for submissions – even if to correct a deviation or irregularity.
3. Proposals shall not be considered if not received by the Division on or before the date and time specified as the due date for submission.
4. All proposals must be typed or printed in ink.
5. A proposal may fail to qualify as responsive by reasons that include, but are not limited to:
  - a. Failure to include a material form or addendum;
  - b. Failure to include material information;
  - c. Modification of the proposal specifications;
  - d. Submission of conditional proposals or incomplete proposals; and,
  - e. Submission of indefinite or ambiguous proposals.
6. Other conditions which may cause rejections of proposals include but are not limited to:
  - a. Submission of more than one proposal from the same vendor;
  - b. Evidence of collusion among proposers;
  - c. Obvious lack of experience or expertise to perform the required work;
  - d. Failure to perform or meet financial obligations on previous contracts or grant agreements; and,
  - e. Inclusion on the United States Comptroller General's List of Ineligible Contractors for Federally Financed or Assisted Projects.

## **8) SELECTION CRITERIA**

The Division will analyze each proposal by utilizing the source selection criteria outlined in Section 42 of this RFP.

## 9) **AWARDS**

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

The Notice of Intent to Award will be announced and posted on the Vendor Bid System at: [http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu) after final evaluation and totaling of scores at the Selection Committee meeting specified in the Schedule of Events (See Introduction Section 2, Schedule of Events). If the Division is confronted with identical scoring from multiple vendors, the Division shall determine the order of award in accordance with Rule 60A-1.011 Florida Administrative Code.

## 10) **PERIOD OF PERFORMANCE**

The Division anticipates that the period of performance will begin on date of final execution of the Agreement by the Division and be effective through August 30, 2016.

## 11) **PROPERTY IDENTIFICATION**

After the execution of a State-Funded Grant Agreement, the Recipient shall conduct an inspection of residential properties and identify a group of properties eligible for mitigation retrofit improvements. The Recipient shall submit a list of those properties to the Division within four (4) weeks of the posted Notice of Intent To Award on the MyFloridaMarketPlace ("MFMP") Vendor Bid System. The Recipient shall submit property information and the estimated mitigation costs on a 2016 Property Information Spreadsheet (PIS) provided by the Division at the time of Award. Color photographs of the structures are required with the submission of the PIS. The Recipient may identify additional properties over the course of the fiscal year until all awarded funds are expended. Finally, the Division does not require Proposers to identify a group of properties prior to submission of a proposal.

## 12) **BENEFIT-COST ANALYSIS**

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

**13) SCHEDULE OF EVENTS**

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

<b>ACTION / LOCATION</b>	<b>DATE</b>	<b>TIME</b>
<b>ADVERTISE RFP</b>		<b>06/22/2015</b>
<b>RFP and SCORING CRITERIA</b> To Committee Members via Email		<b>06/22/2015</b>
<b>DEADLINE FOR TECHNICAL QUESTIONS:</b> There is no deadline for administrative questions.	<b>07/01/2015</b>	<b>12:00 PM EST</b>
<b>POSTING OF TECHNICAL QUESTIONS &amp; ANSWERS:</b>	<b>07/08/2015</b>	<b>05:00 PM EST</b>
<b>PROPOSALS DUE (TECHNICAL PROPOSAL):</b> 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100	<b>08/03/2015</b>	<b>02:00 PM EST</b>
<b>PUBLIC OPENING (TECHNICAL PROPOSAL):</b> 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100	<b>08/03/2015</b>	<b>02:30 PM EST</b>
<b>SCORES DUE TO PROCUREMENT (SCORING TABULATION BY PROCUREMENT):</b> 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100	<b>08/14/2015</b>	<b>10:00 AM EST</b>
<b>POSTING OF INTENDED AWARD:</b>	<b>08/20/2015</b>	<b>05:00 PM EST</b>

**14) CONTACT PROVISION**

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

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

documents. Violation of this provision may be grounds for rejecting a response.

**15) SPECIAL ACCOMMODATIONS**

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

**16) MYFLORIDAMARKETPLACE**

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

**17) FLORIDA DEPARTMENT OF FINANCIAL SERVICES (DFS) W-9 INITIATIVE**

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

**18) QUESTIONS & ANSWERS**

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

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

**Tara Walters**  
**2555 Shumard Oak Blvd.**  
**Tallahassee, Florida 32399-2100**  
**[Tara.Walters@em.myflorida.com](mailto:Tara.Walters@em.myflorida.com)**  
**Phone #: (850) 410-1391**  
**Fax #: (850) 488-7842**

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

**19) ORAL INSTRUCTIONS / CHANGES TO THE REQUEST FOR PROPOSAL (ADDENDA)**

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

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

**20) DIVERSITY ACHIEVEMENT**

The Division encourages the recruitment and utilization of minority, women, and veteran businesses. The Division, its vendors, suppliers, and consultants shall take all necessary and reasonable steps to ensure that minority, women, and veteran businesses have the opportunity to compete for and perform contract work for the Division in a non-discriminatory environment.

- a) As defined by section 288.703(1), Florida Statutes, a certified minority business enterprise is a business which received certification from the certifying organization or jurisdiction in accordance with sections 287.0943(1) and (2), Florida Statutes.
- b) As defined by section 295.187(3), Florida Statutes, a certified veteran business enterprise is an independently owned and operated business that:
  - 1. Employs 200 or fewer permanent full-time employees;
  - 2. Together with its affiliates has a net worth of \$5 million or less or, if a sole proprietorship, has a net worth of \$5 million or less including both personal and business investments;
  - 3. Is organized to engage in commercial transactions;



4. Is domiciled in this state;
5. Is at least 51 percent owned by one or more wartime veterans or service-disabled veterans; and
6. The management and daily business operations of which are controlled by one or more wartime veterans or service-disabled veterans or, for a service-disabled veteran having a permanent and total disability, by the spouse or permanent caregiver of the veteran.

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

## **21) SCOPE OF SERVICES**

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

## **22) QUALIFICATIONS**

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

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

In accordance with sections 607.1501, 608.501, and 620.169, Florida Statutes, foreign corporations, foreign limited liability companies, and foreign limited partnerships must be authorized to do business in the State of Florida. "Foreign Corporation" means a corporation for profit incorporated under laws other than the laws of this state. Such authorization should be obtained by the proposal due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For authorization, contact:

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

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

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

**23) WARRANTY / SUBSTITUTIONS**

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

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

**24) LIABILITY INSURANCE**

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

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

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

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

**25) AGREEMENT DOCUMENT**

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

**26) REVIEW OF PROPOSER'S FACILITIES & QUALIFICATIONS**

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

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

**27) PROTEST OF REQUEST FOR PROPOSAL SPECIFICATIONS**

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

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

**28) UNAUTHORIZED ALIENS**

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

## 29) **RESERVATIONS**

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

## 30) **ADDITIONAL TERMS & CONDITIONS**

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

## 31) **PROPOSAL FORMAT INSTRUCTIONS**

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

**TECHNICAL PROPOSAL NUMBER:  
RFP-DEM-14-15-043 HURRICANE LOSS MITIGATION PROGRAM  
Mitigation Retrofit Improvements  
(One Sealed Package for Technical)**

## 32) **TECHNICAL PROPOSAL**

The Proposer must submit one (1) original, three (3) copies and one (1) compact disc ("CD") that contain the Technical Proposal, which must be divided into the sections described below. The original must be labeled "Original" and must contain an original signature in blue ink of the authorized official. Since the Division will expect all technical proposals to be in this format, failure of the Proposer to follow this outline may result in the rejection of the proposal. The technical proposal must be submitted and marked:

**"TECHNICAL PROPOSAL NUMBER RFP-DEM-14-15-043 HURRICANE LOSS MITIGATION PROGRAM – Residential Construction Mitigation Program (RCMP)",** and must include the following:

- a) **Transmittal Letter** (Limit 1 Pages). Each Proposer shall provide a transmittal letter signed by an authorized individual for the organization submitting the proposal to the Division in response to this RFP. The letter must include the following:
  1. RFP Number RFP-DEM-14-15-043: HURRICANE LOSS MITIGATION PROGRAM – Mitigation Retrofit Improvements

2. **Organization Name:** Must be an eligible Proposer as defined in Section 5.0;
  3. **Project Title:** A short title that adequately describes the project;
  4. **Federal Tax ID Number:** For organization classification purposes;
  5. **Submission Category:** As defined in Section 1 and as defined in the Scope of Work as outlined in Exhibit A.
  6. **Point of Contact Information:** Name, title, address, telephone number, cell number, (if applicable), and email address.
- b) **Table of Contents.** Each proposal shall provide a table of contents which clearly indicates the page numbers for the required sections.
- c) **Executive Summary** (Limit 1 Pages, plus Appendix of Financials). The Proposer shall provide an Executive Summary to be written in non-technical language to summarize the Proposer's overall capabilities, qualifications, relative previous experience, and approaches for accomplishing the services specified herein. The Executive Summary shall also provide:
1. Project description;
  2. Need/ justification for this work; and,
  3. Current financial information should be cited and attached in an Appendix. It should, at a minimum, include an income statement, balance sheet, and statement of cash flows (i.e.: independent certified audit or financial statements). Any corrective action plan(s) or audit findings issued to the proposer should be included. This information will not be scored but may be used by the program as a risk assessment and monitoring tool after execution of a grant.
- d) **Project Team** (Limit 2 Pages, plus Appendix of Resumes). The Proposer shall identify the Project Manager and key personnel on the Proposer's project team. The Proposer shall provide a summary of the Project Manager's qualifications and each team member's relevant experience as it relates to the Scope of Work. The proposal shall include a discussion of the use of subcontractors. Resumes should be clearly identified and provided in an attached Appendix.
- e) **References** (Limit 2 pages). The Proposer shall provide written documentation describing similar projects with enough detail to allow the evaluation committee to easily determine whether the work is similar to and is comparable to what is being requested in the RFP document. The proposal shall reference information pertaining to the experience presented shall include the organization's name,

contact name, position, telephone number and Email address (if available.) Past and current mitigation retrofit projects should be included.

- f) **Work Plan** (Limit 3 pages). A Work Plan shall be provided that describes how the Proposer will complete the Scope of Work as shown in Exhibit A. Detailed information should address the following:
1. Project Timeline. Identify milestones and number of days to complete each respective milestone and projected date of completion, DEM report submission, deliverable dates, invoice dates and estimated project start and finish dates.
  2. Identify individual team members' work responsibilities, estimated time to complete the task and how the assignment relates to the project timeline;
  3. Establish and discuss the methodology that will be used to measure performance and maintain schedules.
  4. Identify any equipment that is required to complete the Scope of Work.
  5. Include and discuss the scope of services that will be performed by the subcontractors or other third party. The sub-contractor's scope of service should be included in an Appendix.
  6. Identify if two or more entities are sharing grant administrator resources and expenses with a Memorandum of Understanding executed if awarded.
- g) **Need/ Justification** (2 pages). Clearly identify a demonstrated mitigation need and explain how this project will solve the need. Identify and demonstrate long and/or short-term tangible benefits of this project.
- h) **Cost Control** (Limit 3 pages). Identify the proposed number of residential properties being mitigated during the grant period. Elaborate on methodology to complete the proposed number of residential properties. Clearly identify the methodologies that will be used for cost control throughout the construction phases relating to management, materials and labor.
- i) **Exhibit B, Acknowledgement Form** (Not included in page count). Fully completed and executed Exhibit B, as attached to this RFP.

### 33) **PRESENTING THE PROPOSAL**

The proposal shall be limited to a page size of eight and one-half by eleven inches (8 ½" x 11"). Foldout pages may be used, where appropriate, but should not exceed five (5) percent of the total number of pages (one page) comprising the proposal. Type size shall not be less than 10 point font. Proposals must be securely bound in a binder appropriate for the size of the application and must not be any more than twenty-one (21) pages plus

appendices. The proposal should be indexed and all pages sequentially numbered. It is recognized that existing financial reports, documents, or brochures, such as those that delineate the Proposer's general capabilities and experience, may not comply with the prescribed format. It is not the intent to have these documents reformatted and they will be acceptable in their existing form in an Appendix. The two (2) CD's should be labeled Technical Proposal with the RFP number, and the organization's name.

### **34) DRUG-FREE WORK PLACE” PREFERENCE**

Whenever two or more proposals which are equal with respect to quality and service are received, the Division shall determine the order of award in accordance with Rule 60A-1.011 Florida Administrative Code, which includes a preference for solicitation responses that certify the business has implemented a drug-free workplace program in accordance with Section 287.087, F. S. The “Drug-Free Workplace Program Certification” must be completed and submitted with the proposal for this preference.

### **35) COPYRIGHTED MATERIAL**

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

### **36) CONFIDENTIAL, PROPRIETARY OR TRADE SECRET MATERIAL**

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

In the event of a request for public records to which documents marked as confidential are responsive, the Division will provide the Redacted Copy to the requestor. If a requester asserts a right to the Confidential Information, the Division will notify the Respondent that such an assertion has been made. It is the Respondent's responsibility to provide legal support for its position that the information in question is exempt from disclosure under chapter 119 or other applicable law. If the Division becomes subject to a demand for discovery or disclosure of the Confidential Information of the Respondent in a legal proceeding, the Division shall give the Respondent prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law). The Respondent

shall be responsible for defending its determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

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

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

**37) FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM (FACTS)**

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

**38) COSTS INCURRED IN RESPONDING**

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

**39) MAIL OR DELIVER PROPOSAL TO: (DO NOT FAX or E-MAIL)**

**RFP-DEM-14-15-043 Hurricane Loss Mitigation Program,  
Residential Retrofit Program (RCMP)  
Florida Division of Emergency Management  
C/O Tara Walters  
2555 Shumard Oak Blvd., Tallahassee, Florida 32399-2100**

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



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

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

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

#### **40) MODIFICATIONS, RESUBMITTAL & WITHDRAWAL**

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

#### **41) PROPOSAL OPENING**

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

#### **42) PROPOSAL EVALUATION**

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

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

Technical evaluation is the process of reviewing the Proposer's Executive Summary, Project Team, References, Work Plan, Needs/Justification and Cost Control. The review of these categories will demonstrate the Proposer's understanding of the project, and highlight the qualifications, approach and capabilities in order to assure a quality product. Each Proposer must reach a minimal score of 60 to be considered for funding. The following point system is established for scoring the technical proposals:

**Evaluation Categories and Point Value:**

- a) Executive Summary: 5 Points
- b) Project Team: 15 Points
- c) References: 10 Points
- d) Work Plan 30 Points
- e) Need/Justification 10 Points
- f) Cost Control 30 Points

**43) POSTING OF INTENDED AWARD**

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

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

**44) REQUEST TO WITHDRAW PROPOSAL**

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

**45) AWARD OF THE AGREEMENT**

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

**46) FINANCIAL CONSEQUENCES / CONTRACT CONDITIONS**

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

- a) The Division reserves the right to withhold payment of 5 percent from invoices for late performance, or to implement other appropriate remedies, such as

contract termination or nonrenewal, when the Contractor has failed to perform or comply with provisions of this Contract. These consequences for non-performance shall not be considered penalties.

- b) Provided the Contractor performs in accordance with the scope of work outlined in the awarded contract, the Division will pay the Contractor on a project completion percentage basis. However, the Division will withhold the final 25 percent until such time as an independent inspector paid by the Division certifies that the services performed under the awarded contract completely satisfy the requirements and specifications outlined in the Scope of Work.

**47) TERMS AND CONDITIONS**

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

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

**48) PUBLIC RECORDS.**

In accordance with section 119.0701(2), Florida Statutes, any contractor acting on behalf of a public agency must:

- a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

- d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

Pursuant to section 287.058(1)(c), Florida Statutes, the Division may unilaterally cancel a contract if the vendor refuses to allow public access to all non-exempt documents, papers, letters, or other material made or received by the contractor in conjunction with the contract.

**49) ATTACHED FORMS PUR 1000, GENERAL CONTRACT CONDITIONS & PUR 1001, GENERAL INSTRUCTIONS TO RESPONDENTS**

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

- a) PUR 1001, Paragraph 3, Electronic Submission;
- b) PUR 1001, Paragraph 4, Terms and Conditions; and,
- c) PUR 1000, Paragraph 31, Dispute Resolution.

## ATTACHMENT "A"

### SCOPE OF WORK AND BUDGET

The Recipient will provide residential mitigation retrofit improvements as identified in RFP-DEM-14-15-043 on as many qualified, residential structures as possible during the period of performance of this Agreement and within the award amount. The Division of Emergency Management's (Division) Property Information Spreadsheet will be the controlling document that monitors expenditures for the approved mitigation properties.

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

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

After the execution of a State-Funded Grant Agreement, the Recipient shall conduct an inspection of residential properties and identify a group of properties eligible for mitigation retrofit improvements. The Recipient shall submit a list of those properties to the Division within four (4) weeks of the posted Notice of Intent To Award on the MyFloridaMarketPlace ("MFMP") Vendor Bid System. The Recipient shall submit property information and the estimated mitigation costs on a 2016 Property Information Spreadsheet (PIS) provided by the Division at the time of Award. Color photographs of the structures are required with the submission of the PIS. The Recipient may identify additional properties over the course of the fiscal year until all awarded funds are expended.

Authorized mitigation retrofit improvements include:

- a) Replacement of roof sheathing;
- b) Replacement of roof covering;
- c) Strengthening of roof deck attachment;
- d) Installation of secondary water barrier;
- e) Installation of hurricane straps;
- f) Installation of window and door opening protection;
- g) Installation of hurricane resistant windows and doors;
- h) Brace bottom chord gable end; and,
- i) Anchoring of wall or floor units to the foundation.

Where a systemic approach cannot be implemented, this must be clearly justified (i.e., structure has already been partially mitigated or structure does not otherwise require certain measures). All awarded funds must be directly related to mitigation improvements.

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

**No construction shall be started prior to the Division's approval of the mitigation improvements.**

**Task 1 (Identification and inspection):** The Recipient shall identify residential structures for possible mitigation improvements. Then, the Recipient shall conduct a comprehensive mitigation inspection of all identified structures. Prior to inspection, a list of mitigation features to reduce the insurance premium should be optioned from the homeowner's insurance company. The mitigation inspection shall be performed by a state certified mitigation inspector or local building inspector official. The inspector shall identify any previous mitigation improvements as well as any mitigation deficiencies. Additionally, the inspector shall opine whether the residential structure can be retrofitted to effectively improve resistance to damage.

**Task 2 (Submission of identified properties):** The Recipient shall submit to the Division a Property Information Spreadsheet (PIS) for each residential property identified for possible mitigation retrofits. The Recipient will provide all the requested information for each residential structure, to include color photographs. The electronic PIS will be provided to the Recipient by the Division and should not be altered in anyway. As part of the submission, the Recipient shall identify whether:

- a) the residence is a site built residence;
- b) any unpermitted work has occurred at the residence;
- c) the residence is the primary residence of the homeowner, and,
- d) any outstanding liens or judgments are attached to the residence or its underlying property.

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

**Task 4 (Construction):** Upon completion and approval of Tasks 1 through 3, the construction phase shall commence. The Recipient or its Subcontractors shall complete all mitigation retrofit

measures as approved by the Division and identified on the Property Information Sheet. The minimum level of required service includes, but is not limited to the completion of all or some of the mitigation retrofit measures identified the PIS. All construction work shall be completed by a Qualified and Licensed, Florida Contractor.

**Task 5 (Final inspection):** Upon completion of the mitigation retrofit improvements, a post inspection must be performed by the Recipient and a licensed building official/inspector to ensure that all scope of work items are properly completed in compliance with issued building permits, as well as, any and all applicable Florida Building Codes, local building codes, industry standards and Manufacturer's Specifications.

**Requests for reimbursement:** During the course of the Fiscal Year, the Recipient is required to submit, at a minimum quarterly, Request For Reimbursements (RFR). The recipient is required to submit a quarterly report on the progress of the overall project. Documentation is required to support each RFR, Examples of supporting documentation are provided below for both construction expenses and administrative expenses. In some cases, all the mitigation retrofit improvements may not be fully completed; however, a partial reimbursement request may be submitted. Additional documentation in the form of an Affidavit signed by the project manager attesting to the completion of the work identified in RFR is required.

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

**Administrative expenses:** The Recipient shall provide source documentation such as payroll records, project time sheets, attendance logs, etc. Documentation shall be detailed information describing tasks performed, hours devoted to each task, and the hourly rate charged for each hour including enough information to calculate the hourly rates based on payroll records. Employee benefits must be clearly shown.

## **DELIVERABLES:**

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

**Due Date:** Initial PIS is due within thirty (30) days of the final contract execution date. Recipient requested addition or deletion of properties is due by April 15, 2016.

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

**Deliverable 2 (Scope of work development):** Based on the work described in Task 3, the Recipient shall submit, in an electronic format, a spreadsheet that contains the following information:

- a) Recipient Name and RCMP Project Number;
- b) Date of Report;
- c) Property Owner's Name;
- d) Selected Contractor's Name and date of Contractor selection for each mitigation measure; and,
- e) Florida Product Approval Code for each mitigation product to be installed.

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

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

**Deliverable 3 (Construction):** Based on the work described in Task 4, the Recipient shall provide a Request For Reimbursement (RFR) Package that includes the following information:

- a) Recipient's Invoice, to include;
  1. Start Date of Work Period (start of invoice period);
  2. End Date of Work Period (end of invoice period);
  3. Description of Work Performed; and,
  4. Payment amount requested for reimbursement.
- b) Request for Reimbursement; (Attachment D)
  1. Signed and dated Summary Page with relevant Detail Pages;
  2. Sub-Contractor's Invoice:
    - a. Sub-Contractor Name;
    - b. Property owner name and address;



- c. Date work performed;
  - d. Exact mitigation measure completed; and,
  - e. Amount requested for each mitigation measure,
3. Copies of Canceled Checks or Electronic Funds Payment Verification;
  4. Quarterly Report; and,
  5. Affidavit of Partial Competition (if applicable).

**Due Date:** Deliverable 3, is due on a regular basis, but shall be submitted at least quarterly, starting with the first quarter after the final Agreement execution date and every quarter thereafter. It shall include the quarterly report. The quarterly submission is due 10 days after the close of the quarter.

**Reimbursement:** Provided the expenses do not exceed the amounts authorized by this Agreement, the Division will reimburse the Recipient for the Administrative Expenses and Construction Expenses associated with all the mitigation retrofit improvements. The mitigation retrofit improvements may not be fully completed; however, a partial reimbursement request may be submitted. The “**Final Reimbursement Request**” must be submitted by July 15, 2016.

**Deliverable 4 (Final inspection):** Based on the work described in Task 5, the Recipient shall provide a Final Close-Out Package CD to include the following:

- a) Request For Final Inspection on agency/company letter head identifying the RCMP Project number, contract number and must include the following statements:
  1. The project is 100% complete;
  2. Scope of Work for each residential structure has been completed; and,
  3. All relevant building Codes and Standards have been satisfied.
- b) A CD or other digital media that contains electronic folders for each individual property. The folders must have PDF formatted documents for each of the following:
  1. Approved PIS;
  2. Scope of Work;
  3. Color Photographs, in digital format, documenting mitigation work (pre and post);
  4. Building Permit;
  5. Post Inspection Reports/Certificates of Completion for each Residential Structure;

6. Florida Approved Product Code, Notice of Acceptance/Product Approvals; and,
  7. Lien Waivers.
- c) An Electronic Spreadsheet to include;
1. Homeowner's Name;
  2. Homeowner's Address;
  3. Pre and Post Inspection Dates;
  4. Retrofit Measures Completed;
  5. Retrofit Cost; and,
  6. Homeowner's Insurance Company and Policy Number (When Available).

**Due Date: On or before May 15, 2016**

**Reimbursement:** Provided the expenses do not exceed the amounts authorized by this Agreement, the Division will reimburse the Recipient for the Administrative Expenses and Construction Expenses associated with Final Closeout preparation, final inspections, and any additional mitigation performed as required by final inspection. The "**Final Reimbursement Request**" must be submitted by July 15, 2016.

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

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

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

<b>RFP-DEM 13-14-043</b>	
<b>EXPENDITURE CATEGORIES</b>	<b>AWARD</b>
Salary & Benefits	
Other Personnel / Contractual Services	
Administrative Expenses	
Expenses	
Totals	

DRAFT

**EXHIBIT "B"**  
**ACKNOWLEDGEMENT**  
**RFP-DEM-14-15-043**  
**HURRICANE LOSS MITIGATION PROGRAM**  
**Residential Construction Mitigation Program (RCMP)**

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

Proposer: \_\_\_\_\_ FEID #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed / Typed: \_\_\_\_\_ Title: \_\_\_\_\_

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

**EXHIBIT "C"**  
**EVALUATION WORKSHEET**  
**RFP-DEM-14-15-043**  
**HURRICANE LOSS MITIGATION PROGRAM**  
**Residential Construction Mitigation Program (RCMP)**

HLMP Number: \_\_\_\_\_

Evaluator Name (Print): \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Proposer Name: \_\_\_\_\_

Technical Proposals will be awarded up to **100 points** based upon the completeness, as well as the proposer's familiarity and experience with and ability to perform the proposed services in accordance with the goals and objectives of the program.

**PART I**

<b><u>TECHNICAL RESPONSE:</u></b>	<b><u>MAXIMUM POINTS</u></b>	<b><u>POINTS AWARDED</u></b>
<b>A. Executive Summary</b>	<b>5</b>	_____
<ul style="list-style-type: none"> <li>➤ Capabilities</li> <li>➤ Qualifications</li> <li>➤ Experience</li> <li>➤ Approach</li> <li>➤ Project Description</li> <li>➤ Need/justification for this work</li> </ul>		
<b>B. Project Team</b>	<b>15</b>	_____
<ul style="list-style-type: none"> <li>➤ Project Manager                             <ul style="list-style-type: none"> <li>○ Qualifications</li> <li>○ Experience</li> </ul> </li> <li>➤ Identification of Team Members                             <ul style="list-style-type: none"> <li>○ Qualifications</li> <li>○ Experience</li> </ul> </li> <li>➤ Subcontractors                             <ul style="list-style-type: none"> <li>○ Prior Experience of Staff for this project</li> <li>○ Level in Involvement of Individuals</li> </ul> </li> </ul>		
<b>C. References:</b>	<b>10</b>	_____
<ul style="list-style-type: none"> <li>➤ Relative Project Experience</li> <li>➤ Proper Contact Information</li> </ul>		

**EXHIBIT "C"**

**EVALUATION WORKSHEET CONTINUED  
RFP-DEM-14-15-043  
HURRICANE LOSS MITIGATION PROGRAM  
Residential Construction Mitigation Program (RCMP)**

	<u>MAXIMUM POINTS</u>	<u>POINTS AWARDED</u>
<b>D. Work Plan</b>	<b>30</b>	_____
➤ Project Timeline		
➤ Team work assignments		
➤ Measures		
○ Performance		
○ Meet schedule deadlines		
➤ Subcontractors		
➤ Adequacy of Number of staff		
➤ Capacity of Proposer to accomplish project		
➤ Capacity and Equipment		
<b>E. Need/Justification</b>	<b>10</b>	_____
➤ Identify Project Need		
➤ Short Term Benefits		
➤ Long Term Benefits		
<b>F. Cost Control</b>	<b>30</b>	_____
➤ Estimated number of mitigated residential structures		
➤ Methods used to reduce costs		
<b>TOTAL TECHNICAL POINTS AWARDED</b>		=====

**State of Florida  
PUR 1000  
General Contract Conditions**

**Contents**

1. Definitions.
2. Purchase Orders.
3. Product Version.
4. Price Changes Applicable only to Term Contracts.
5. Additional Quantities.
6. Packaging.
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9. Americans with Disabilities Act.
10. Literature.
11. Transportation and Delivery.
12. Installation.
13. Risk of Loss.
14. Transaction Fee.
15. Invoicing and Payment.
16. Taxes.
17. Governmental Restrictions.
18. Lobbying and Integrity.
19. Indemnification.
20. Limitation of Liability.
21. Suspension of Work.
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23. Termination for Cause.
24. Force Majeure, Notice of Delay, and No Damages for Delay.
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32. Employees, Subcontractors, and Agents.
33. Security and Confidentiality.
34. Contractor Employees, Subcontractors, and Other Agents.
35. Insurance Requirements.
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38. Notices.
39. Leases and Installment Purchases.
40. Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE).

41. Products Available from the Blind or Other Handicapped.
42. Modification of Terms.
43. Cooperative Purchasing.
44. Waiver.
45. Annual Appropriations.
46. Execution in Counterparts.
47. Severability.

**1. Definitions.** The definitions contained in s. 60A-1.001, F.A.C. shall apply to this agreement. The following additional terms are also defined:

(a) “Contract” means the legally enforceable agreement that results from a successful solicitation. The parties to the Contract will be the Customer and Contractor.

(b) “Customer” means the State agency or other entity identified in a contract as the party to receive commodities or contractual services pursuant to a contract or that orders commodities or contractual services via purchase order or other contractual instrument from the Contractor under the Contract. The “Customer” may also be the “Buyer” as defined in the PUR 1001 if it meets the definition of both terms.

(c) “Product” means any deliverable under the Contract, which may include commodities, services, technology or software.

(d) “Purchase order” means the form or format a Customer uses to make a purchase under the Contract (e.g., a formal written purchase order, electronic purchase order, procurement card, contract or other authorized means).

**2. Purchase Orders.** In contracts where commodities or services are ordered by the Customer via purchase order, Contractor shall not deliver or furnish products until a Customer transmits a purchase order. All purchase orders shall bear the Contract or solicitation number, shall be placed by the Customer directly with the Contractor, and shall be deemed to incorporate by reference the Contract and solicitation terms and conditions. Any discrepancy between the Contract terms and the terms stated on the Contractor’s order form, confirmation, or acknowledgement shall be resolved in favor of terms most favorable to the Customer. A purchase order for services within the ambit of section 287.058(1) of the Florida Statutes shall be deemed to incorporate by reference the requirements of subparagraphs (a) through (f) thereof. Customers shall designate a contract manager and a contract administrator as required by subsections 287.057(15) and (16) of the Florida Statutes.

**3. Product Version.** Purchase orders shall be deemed to reference a manufacturer’s most recently release model or version of the product at the time of the order, unless the Customer specifically requests in writing an earlier model or version and the contractor is willing to provide such model or version.



**4. Price Changes Applicable only to Term Contracts.** If this is a term contract for commodities or services, the following provisions apply.

(a) Quantity Discounts. Contractors are urged to offer additional discounts for one time delivery of large single orders. Customers should seek to negotiate additional price concessions on quantity purchases of any products offered under the Contract. State Customers shall document their files accordingly.

(b) Best Pricing Offer. During the Contract term, if the Customer becomes aware of better pricing offered by the Contractor for substantially the same or a smaller quantity of a product outside the Contract, but upon the same or similar terms of the Contract, then at the discretion of the Customer the price under the Contract shall be immediately reduced to the lower price.

(c) Sales Promotions. In addition to decreasing prices for the balance of the Contract term due to a change in market conditions, a Contractor may conduct sales promotions involving price reductions for a specified lesser period. A Contractor shall submit to the Contract Specialist documentation identifying the proposed (1) starting and ending dates of the promotion, (2) products involved, and (3) promotional prices compared to then-authorized prices. Promotional prices shall be available to all Customers. Upon approval, the Contractor shall provide conspicuous notice of the promotion.

(d) Trade-In. Customers may trade-in equipment when making purchases from the Contract. A trade-in shall be negotiated between the Customer and the Contractor. Customers are obligated to actively seek current fair market value when trading equipment, and to keep accurate records of the process. For State agencies, it may be necessary to provide documentation to the Department of Financial Services and to the agency property custodian pursuant to Chapter 273, F.S.

(e) Equitable Adjustment. The Customer may, in its sole discretion, make an equitable adjustment in the Contract terms or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the Contractor's control, (2) the volatility affects the marketplace or industry, not just the particular Contract source of supply, (3) the effect on pricing or availability of supply is substantial, and (4) the volatility so affects the Contractor that continued performance of the Contract would result in a substantial loss.

**5. Additional Quantities.** For a period not exceeding ninety (90) days from the date of solicitation award, the Customer reserves the right to acquire additional quantities up to the amount shown on the solicitation but not to exceed the threshold for Category Two at the prices submitted in the response to the solicitation.

**6. Packaging.** Tangible product shall be securely and properly packed for shipment, storage, and stocking in appropriate, clearly labeled, shipping containers and according to

accepted commercial practice, without extra charge for packing materials, cases, or other types of containers. All containers and packaging shall become and remain Customer's property.

**7. Inspection at Contractor's Site.** The Customer reserves the right to inspect, at any reasonable time with prior notice, the equipment or product or plant or other facilities of a Contractor to assess conformity with Contract requirements and to determine whether they are adequate and suitable for proper and effective Contract performance.

**8. Safety Standards.** All manufactured items and fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate State inspector. Acceptability customarily requires, at a minimum, identification marking of the appropriate safety standard organization, where such approvals of listings have been established for the type of device offered and furnished, for example: the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies; and the American Gas Association for gas-operated assemblies. In addition, all items furnished shall meet all applicable requirements of the Occupational Safety and Health Act and state and federal requirements relating to clean air and water pollution.

**9. Americans with Disabilities Act.** Contractors should identify any products that may be used or adapted for use by visually, hearing, or other physically impaired individuals.

**10. Literature.** Upon request, the Contractor shall furnish literature reasonably related to the product offered, for example, user manuals, price schedules, catalogs, descriptive brochures, etc.

**11. Transportation and Delivery.** Prices shall include all charges for packing, handling, freight, distribution, and inside delivery. Transportation of goods shall be FOB Destination to any point within thirty (30) days after the Customer places an Order. A Contractor, within five (5) days after receiving a purchase order, shall notify the Customer of any potential delivery delays. Evidence of inability or intentional delays shall be cause for Contract cancellation and Contractor suspension.

**12. Installation.** Where installation is required, Contractor shall be responsible for placing and installing the product in the required locations at no additional charge, unless otherwise designated on the Contract or purchase order. Contractor's authorized product and price list shall clearly and separately identify any additional installation charges. All materials used in the installation shall be of good quality and shall be free of defects that would diminish the appearance of the product or render it structurally or operationally unsound. Installation includes the furnishing of any equipment, rigging, and materials required to install or replace the product in the proper location. Contractor shall protect the site from damage and shall repair damages or injury caused during installation by

Contractor or its employees or agents. If any alteration, dismantling, excavation, etc., is required to achieve installation, the Contractor shall promptly restore the structure or site to its original condition. Contractor shall perform installation work so as to cause the least inconvenience and interference with Customers and with proper consideration of others on site. Upon completion of the installation, the location and surrounding area of work shall be left clean and in a neat and unobstructed condition, with everything in satisfactory repair and order.

**13. Risk of Loss.** Matters of inspection and acceptance are addressed in s. 215.422, F.S. Until acceptance, risk of loss or damage shall remain with the Contractor. The Contractor shall be responsible for filing, processing, and collecting all damage claims. To assist the Contractor with damage claims, the Customer shall: record any evidence of visible damage on all copies of the delivering carrier's Bill of Lading; report damages to the carrier and the Contractor; and provide the Contractor with a copy of the carrier's Bill of Lading and damage inspection report. When a Customer rejects a product, Contractor shall remove it from the premises within ten days after notification or rejection. Upon rejection notification, the risk of loss of rejected or non-conforming product shall remain with the Contractor. Rejected product not removed by the Contractor within ten days shall be deemed abandoned by the Contractor, and the Customer shall have the right to dispose of it as its own property. Contractor shall reimburse the Customer for costs and expenses incurred in storing or effecting removal or disposition of rejected product.

**14. Transaction Fee.** The State of Florida has instituted MyFloridaMarketPlace, a statewide eProcurement System ("System"). Pursuant to section 287.057(23), Florida Statutes (2002), all payments shall be assessed a Transaction Fee of one percent (1.0%), which the Contractor shall pay to the State, unless exempt pursuant to 60A-1.032, F.A.C.

For payments within the State accounting system (FLAIR or its successor), the Transaction Fee shall, when possible, be automatically deducted from payments to the Contractor. If automatic deduction is not possible, the Contractor shall pay the Transaction Fee pursuant to Rule 60A-1.031(2), F.A.C. By submission of these reports and corresponding payments, Contractor certifies their correctness. All such reports and payments shall be subject to audit by the State or its designee.

Contractor shall receive a credit for any Transaction Fee paid by the Contractor for the purchase of any item(s) if such item(s) are returned to the Contractor through no fault, act, or omission of the Contractor. Notwithstanding the foregoing, a Transaction Fee is non-refundable when an item is rejected or returned, or declined, due to the Contractor's failure to perform or comply with specifications or requirements of the agreement.

Failure to comply with these requirements shall constitute grounds for declaring the Contractor in default and recovering procurement costs from the Contractor in addition to all outstanding fees. **CONTRACTORS DELINQUENT IN PAYING TRANSACTION FEES MAY BE SUBJECT TO BEING REMOVED FROM THE DEPARTMENT OF MANAGEMENT SERVICES' VENDOR LIST AS PROVIDED IN RULE 60A-1.006, F.A.C.**

**15. Invoicing and Payment.** Invoices shall contain the Contract number, purchase order number if applicable, and the appropriate vendor identification number. The State may

require any other information from the Contractor that the State deems necessary to verify any purchase order placed under the Contract.

At the State's option, Contractors may be required to invoice electronically pursuant to guidelines of the Department of Management Services. Current guidelines require that Contractor supply electronic invoices in lieu of paper-based invoices for those transactions processed through the system. Electronic invoices shall be submitted to the Customer through the Ariba Supplier Network (ASN) in one of the following mechanisms – EDI 810, cXML, or web-based invoice entry within the ASN.

Payment shall be made in accordance with sections 215.422 and 287.0585 of the Florida Statutes, which govern time limits for payment of invoices. Invoices that must be returned to a Contractor due to preparation errors will result in a delay in payment. Contractors may call (850) 413-7269 Monday through Friday to inquire about the status of payments by State Agencies. The Customer is responsible for all payments under the Contract. A Customer's failure to pay, or delay in payment, shall not constitute a breach of the Contract and shall not relieve the Contractor of its obligations to the Department or to other Customers.

**16. Taxes.** The State does not pay Federal excise or sales taxes on direct purchases of tangible personal property. The State will not pay for any personal property taxes levied on the Contractor or for any taxes levied on employees' wages. Any exceptions to this paragraph shall be explicitly noted by the Customer in the special contract conditions section of the solicitation or in the Contract or purchase order.

**17. Governmental Restrictions.** If the Contractor believes that any governmental restrictions have been imposed that require alteration of the material, quality, workmanship or performance of the products offered under the Contract, the Contractor shall immediately notify the Customer in writing, indicating the specific restriction. The Customer reserves the right and the complete discretion to accept any such alteration or to cancel the Contract at no further expense to the Customer.

**18. Lobbying and Integrity.** Customers shall ensure compliance with Section 11.062, FS and Section 216.347, FS. The Contractor shall not, in connection with this or any other agreement with the State, directly or indirectly (1) offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any State officer or employee's decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty, or (2) offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any State officer or employee. For purposes of clause (2), "gratuity" means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. Upon request of the Customer's Inspector General, or other authorized State official, the Contractor shall provide any type of information the Inspector General deems relevant to the Contractor's integrity or responsibility. Such information may include, but shall not be limited to, the Contractor's business or financial records, documents, or files of any type or form that refer to or relate to the Contract. The Contractor shall retain such records for the longer of (1) three years after the expiration of the Contract or (2) the period required by the

General Records Schedules maintained by the Florida Department of State (available at: <http://dhis.dos.state.fl.us/barm/genschedules/gensched.htm>). The Contractor agrees to reimburse the State for the reasonable costs of investigation incurred by the Inspector General or other authorized State official for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the State which results in the suspension or debarment of the Contractor. Such costs shall include, but shall not be limited to: salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for any costs of investigations that do not result in the Contractor's suspension or debarment.

**19. Indemnification.** The Contractor shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless the State and Customers, and their officers, agents, and employees, from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Contractor, its agents, employees, partners, or subcontractors, provided, however, that the Contractor shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the State or a Customer.

Further, the Contractor shall fully indemnify, defend, and hold harmless the State and Customers from any suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right, provided, however, that the foregoing obligation shall not apply to a Customer's misuse or modification of Contractor's products or a Customer's operation or use of Contractor's products in a manner not contemplated by the Contract or the purchase order. If any product is the subject of an infringement suit, or in the Contractor's opinion is likely to become the subject of such a suit, the Contractor may at its sole expense procure for the Customer the right to continue using the product or to modify it to become non-infringing. If the Contractor is not reasonably able to modify or otherwise secure the Customer the right to continue using the product, the Contractor shall remove the product and refund the Customer the amounts paid in excess of a reasonable rental for past use. The customer shall not be liable for any royalties.

The Contractor's obligations under the preceding two paragraphs with respect to any legal action are contingent upon the State or Customer giving the Contractor (1) written notice of any action or threatened action, (2) the opportunity to take over and settle or defend any such action at Contractor's sole expense, and (3) assistance in defending the action at Contractor's sole expense. The Contractor shall not be liable for any cost, expense, or compromise incurred or made by the State or Customer in any legal action without the Contractor's prior written consent, which shall not be unreasonably withheld.

**20. Limitation of Liability.** For all claims against the Contractor under any contract or purchase order, and regardless of the basis on which the claim is made, the Contractor's liability under a contract or purchase order for direct damages shall be limited to the

greater of \$100,000, the dollar amount of the contract or purchase order, or two times the charges rendered by the Contractor under the purchase order. This limitation shall not apply to claims arising under the Indemnity paragraph contain in this agreement.

Unless otherwise specifically enumerated in the Contract or in the purchase order, no party shall be liable to another for special, indirect, punitive, or consequential damages, including lost data or records (unless the contract or purchase order requires the Contractor to back-up data or records), even if the party has been advised that such damages are possible. No party shall be liable for lost profits, lost revenue, or lost institutional operating savings. The State and Customer may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them. The State may set off any liability or other obligation of the Contractor or its affiliates to the State against any payments due the Contractor under any contract with the State.

**21. Suspension of Work.** The Customer may in its sole discretion suspend any or all activities under the Contract or purchase order, at any time, when in the best interests of the State to do so. The Customer shall provide the Contractor written notice outlining the particulars of suspension. Examples of the reason for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, the Contractor shall comply with the notice and shall not accept any purchase orders. Within ninety days, or any longer period agreed to by the Contractor, the Customer shall either (1) issue a notice authorizing resumption of work, at which time activity shall resume, or (2) terminate the Contract or purchase order. Suspension of work shall not entitle the Contractor to any additional compensation.

**22. Termination for Convenience.** The Customer, by written notice to the Contractor, may terminate the Contract in whole or in part when the Customer determines in its sole discretion that it is in the State's interest to do so. The Contractor shall not furnish any product after it receives the notice of termination, except as necessary to complete the continued portion of the Contract, if any. The Contractor shall not be entitled to recover any cancellation charges or lost profits.

**23. Termination for Cause.** The Customer may terminate the Contract if the Contractor fails to (1) deliver the product within the time specified in the Contract or any extension, (2) maintain adequate progress, thus endangering performance of the Contract, (3) honor any term of the Contract, or (4) abide by any statutory, regulatory, or licensing requirement. Rule 60A-1.006(3), F.A.C., governs the procedure and consequences of default. The Contractor shall continue work on any work not terminated. Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the Contract arises from events completely beyond the control, and without the fault or negligence, of the Contractor. If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for

failure to perform, unless the subcontracted products were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule. If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Customer. The rights and remedies of the Customer in this clause are in addition to any other rights and remedies provided by law or under the Contract.

**24. Force Majeure, Notice of Delay, and No Damages for Delay.** The Contractor shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of the Contractor or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the Contractor's control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to the Contractor. In case of any delay the Contractor believes is excusable, the Contractor shall notify the Customer in writing of the delay or potential delay and describe the cause of the delay either (1) within ten (10) days after the cause that creates or will create the delay first arose, if the Contractor could reasonably foresee that a delay could occur as a result, or (2) if delay is not reasonably foreseeable, within five (5) days after the date the Contractor first had reason to believe that a delay could result. **THE FOREGOING SHALL CONSTITUTE THE CONTRACTOR'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.** Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against the Customer. The Contractor shall not be entitled to an increase in the Contract price or payment of any kind from the Customer for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist the Contractor shall perform at no increased cost, unless the Customer determines, in its sole discretion, that the delay will significantly impair the value of the Contract to the State or to Customers, in which case the Customer may (1) accept allocated performance or deliveries from the Contractor, provided that the Contractor grants preferential treatment to Customers with respect to products subjected to allocation, or (2) purchase from other sources (without recourse to and by the Contractor for the related costs and expenses) to replace all or part of the products that are the subject of the delay, which purchases may be deducted from the Contract quantity, or (3) terminate the Contract in whole or in part.

**25. Changes.** The Customer may unilaterally require, by written order, changes altering, adding to, or deducting from the Contract specifications, provided that such changes are within the general scope of the Contract. The Customer may make an equitable adjustment in the Contract price or delivery date if the change affects the cost or time of performance. Such equitable adjustments require the written consent of the Contractor, which shall not be unreasonably withheld. If unusual quantity requirements arise, the Customer may solicit separate bids to satisfy them.

**26. Renewal.** Upon mutual agreement, the Customer and the Contractor may renew the Contract, in whole or in part, for a period that may not exceed 3 years or the term of the contract, whichever period is longer. Any renewal shall specify the renewal price, as set forth in the solicitation response. The renewal must be in writing and signed by both parties, and is contingent upon satisfactory performance evaluations and subject to availability of funds.

**27. Purchase Order Duration.** Purchase orders issued pursuant to a state term or agency contract must be received by the Contractor no later than close of business on the last day of the contract's term to be considered timely. The Contractor is obliged to fill those orders in accordance with the contract's terms and conditions. Purchase orders received by the contractor after close of business on the last day of the state term or agency contract's term shall be considered void.

Purchase orders for a one-time delivery of commodities or performance of contractual services shall be valid through the performance by the Contractor, and all terms and conditions of the state term or agency contract shall apply to the single delivery/performance, and shall survive the termination of the Contract.

Contractors are required to accept purchase orders specifying delivery schedules exceeding the contracted schedule even when such extended delivery will occur after expiration of the state term or agency contract. For example, if a state term contract calls for delivery 30 days after receipt of order (ARO), and an order specifies delivery will occur both in excess of 30 days ARO and after expiration of the state term contract, the Contractor will accept the order. However, if the Contractor expressly and in writing notifies the ordering office within ten (10) calendar days of receipt of the purchase order that Contractor will not accept the extended delivery terms beyond the expiration of the state term contract, then the purchase order will either be amended in writing by the ordering entity within ten (10) calendar days of receipt of the contractor's notice to reflect the state term contract delivery schedule, or it shall be considered withdrawn.

The duration of purchase orders for recurring deliveries of commodities or performance of services shall not exceed the expiration of the state term or agency contract by more than twelve months. However, if an extended pricing plan offered in the state term or agency contract is selected by the ordering entity, the contract terms on pricing plans and renewals shall govern the maximum duration of purchase orders reflecting such pricing plans and renewals.

Timely purchase orders shall be valid through their specified term and performance by the Contractor, and all terms and conditions of the state term or agency contract shall apply to the recurring delivery/performance as provided herein, and shall survive the termination of the Contract.



Ordering offices shall not renew a purchase order issued pursuant to a state term or agency contract if the underlying contract expires prior to the effective date of the renewal.

**28. Advertising.** Subject to Chapter 119, Florida Statutes, the Contractor shall not publicly disseminate any information concerning the Contract without prior written approval from the Customer, including, but not limited to mentioning the Contract in a press release or other promotional material, identifying the Customer or the State as a reference, or otherwise linking the Contractor's name and either a description of the Contract or the name of the State or the Customer in any material published, either in print or electronically, to any entity that is not a party to Contract, except potential or actual authorized distributors, dealers, resellers, or service representative.

**29. Assignment.** The Contractor shall not sell, assign or transfer any of its rights, duties or obligations under the Contract, or under any purchase order issued pursuant to the Contract, without the prior written consent of the Customer. In the event of any assignment, the Contractor remains secondarily liable for performance of the contract, unless the Customer expressly waives such secondary liability. The Customer may assign the Contract with prior written notice to Contractor of its intent to do so.

**30. Antitrust Assignment.** The Contractor and the State of Florida recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Florida. Therefore, the contractor hereby assigns to the State of Florida any and all claims for such overcharges as to goods, materials or services purchased in connection with the Contract.

**31. Dispute Resolution.** Any dispute concerning performance of the Contract shall be decided by the Customer's designated contract manager, who shall reduce the decision to writing and serve a copy on the Contractor. The decision shall be final and conclusive unless within twenty one (21) days from the date of receipt, the Contractor files with the Customer a petition for administrative hearing. The Customer's decision on the petition shall be final, subject to the Contractor's right to review pursuant to Chapter 120 of the Florida Statutes. Exhaustion of administrative remedies is an absolute condition precedent to the Contractor's ability to pursue any other form of dispute resolution; provided, however, that the parties may employ the alternative dispute resolution procedures outlined in Chapter 120.

Without limiting the foregoing, the exclusive venue of any legal or equitable action that arises out of or relates to the Contract shall be the appropriate state court in Leon County, Florida; in any such action, Florida law shall apply and the parties waive any right to jury trial.

**32. Employees, Subcontractors, and Agents.** All Contractor employees, subcontractors, or agents performing work under the Contract shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Contractor shall furnish a copy of technical certification or other proof of qualification.

All employees, subcontractors, or agents performing work under the Contract must comply with all security and administrative requirements of the Customer and shall comply with all controlling laws and regulations relevant to the services they are providing under the Contract. The State may conduct, and the Contractor shall cooperate in, a security background check or otherwise assess any employee, subcontractor, or agent furnished by the Contractor. The State may refuse access to, or require replacement of, any personnel for cause, including, but not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with a Customer's security or other requirements. Such approval shall not relieve the Contractor of its obligation to perform all work in compliance with the Contract. The State may reject and bar from any facility for cause any of the Contractor's employees, subcontractors, or agents.

**33. Security and Confidentiality.** The Contractor shall comply fully with all security procedures of the United States, State of Florida and Customer in performance of the Contract. The Contractor shall not divulge to third parties any confidential information obtained by the Contractor or its agents, distributors, resellers, subcontractors, officers or employees in the course of performing Contract work, including, but not limited to, security procedures, business operations information, or commercial proprietary information in the possession of the State or Customer. The Contractor shall not be required to keep confidential information or material that is publicly available through no fault of the Contractor, material that the Contractor developed independently without relying on the State's or Customer's confidential information, or material that is otherwise obtainable under State law as a public record. To insure confidentiality, the Contractor shall take appropriate steps as to its personnel, agents, and subcontractors. The warranties of this paragraph shall survive the Contract.

**34. Contractor Employees, Subcontractors, and Other Agents.** The Customer and the State shall take all actions necessary to ensure that Contractor's employees, subcontractors and other agents are not employees of the State of Florida. Such actions include, but are not limited to, ensuring that Contractor's employees, subcontractors, and other agents receive benefits and necessary insurance (health, workers' compensations, and unemployment) from an employer other than the State of Florida.

**35. Insurance Requirements.** During the Contract term, the Contractor at its sole expense shall provide commercial insurance of such a type and with such terms and limits as may be reasonably associated with the Contract. Providing and maintaining adequate insurance coverage is a material obligation of the Contractor. Upon request, the Contractor shall provide certificate of insurance. The limits of coverage under each policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the Contract. All insurance policies shall be through insurers authorized or eligible to write policies in Florida.

**36. Warranty of Authority.** Each person signing the Contract warrants that he or she is duly authorized to do so and to bind the respective party to the Contract.

**37. Warranty of Ability to Perform.** The Contractor warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the Contractor's ability to satisfy its Contract obligations. The Contractor warrants that neither it nor any affiliate is currently on the convicted vendor list maintained pursuant to section 287.133 of the Florida Statutes, or on any similar list maintained by any other state or the federal government. The Contractor shall immediately notify the Customer in writing if its ability to perform is compromised in any manner during the term of the Contract.

**38. Notices.** All notices required under the Contract shall be delivered by certified mail, return receipt requested, by reputable air courier service, or by personal delivery to the agency designee identified in the original solicitation, or as otherwise identified by the Customer. Notices to the Contractor shall be delivered to the person who signs the Contract. Either designated recipient may notify the other, in writing, if someone else is designated to receive notice.

**39. Leases and Installment Purchases.** Prior approval of the Chief Financial Officer (as defined in Section 17.001, F.S.) is required for State agencies to enter into or to extend any lease or installment-purchase agreement in excess of the Category Two amount established by section 287.017 of the Florida Statutes.

**40. Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE).** Section 946.515(2), F.S. requires the following statement to be included in the solicitation: "It is expressly understood and agreed that any articles which are the subject of, or required to carry out, the Contract shall be purchased from the corporation identified under Chapter 946 of the Florida Statutes (PRIDE) in the same manner and under the same procedures set forth in section 946.515(2) and (4) of the Florida Statutes; and for purposes of the Contract the person, firm, or other business entity carrying out the provisions of the Contract shall be deemed to be substituted for the agency insofar as dealings with such corporation are concerned." Additional information about PRIDE and the products it offers is available at <http://www.pridefl.com>.

**41. Products Available from the Blind or Other Handicapped.** Section 413.036(3), F.S. requires the following statement to be included in the solicitation: "It is expressly understood and agreed that any articles that are the subject of, or required to carry out, this contract shall be purchased from a nonprofit agency for the Blind or for the Severely Handicapped that is qualified pursuant to Chapter 413, Florida Statutes, in the same manner and under the same procedures set forth in section 413.036(1) and (2), Florida Statutes; and for purposes of this contract the person, firm, or other business entity carrying out the provisions of this contract shall be deemed to be substituted for the State agency insofar as dealings with such qualified nonprofit agency are concerned." Additional information about the designated nonprofit agency and the products it offers is available at <http://www.respectofflorida.org>.

**42. Modification of Terms.** The Contract contains all the terms and conditions agreed upon by the parties, which terms and conditions shall govern all transactions between the Customer and the Contractor. The Contract may only be modified or amended upon

mutual written agreement of the Customer and the Contractor. No oral agreements or representations shall be valid or binding upon the Customer or the Contractor. No alteration or modification of the Contract terms, including substitution of product, shall be valid or binding against the Customer. The Contractor may not unilaterally modify the terms of the Contract by affixing additional terms to product upon delivery (e.g., attachment or inclusion of standard preprinted forms, product literature, “shrink wrap” terms accompanying or affixed to a product, whether written or electronic) or by incorporating such terms onto the Contractor’s order or fiscal forms or other documents forwarded by the Contractor for payment. The Customer's acceptance of product or processing of documentation on forms furnished by the Contractor for approval or payment shall not constitute acceptance of the proposed modification to terms and conditions.

**43. Cooperative Purchasing.** Pursuant to their own governing laws, and subject to the agreement of the Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein. Non-Customer purchases are independent of the agreement between Customer and Contractor, and Customer shall not be a party to any transaction between the Contractor and any other purchaser.

State agencies wishing to make purchases from this agreement are required to follow the provisions of s. 287.042(16)(a), F.S. This statute requires the Department of Management Services to determine that the requestor's use of the contract is cost-effective and in the best interest of the State.

**44. Waiver.** The delay or failure by the Customer to exercise or enforce any of its rights under this Contract shall not constitute or be deemed a waiver of the Customer’s right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

**45. Annual Appropriations.** The State’s performance and obligation to pay under this contract are contingent upon an annual appropriation by the Legislature.

**46. Execution in Counterparts.** The Contract may be executed in counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

**47. Severability.** If a court deems any provision of the Contract void or unenforceable, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable and all other provisions shall remain in full force and effect.

**State of Florida  
PUR 1001  
General Instructions to Respondents**

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**1. Definitions.** The definitions found in s. 60A-1.001, F.A.C. shall apply to this agreement. The following additional terms are also defined:

- (a) "Buyer" means the entity that has released the solicitation. The "Buyer" may also be the "Customer" as defined in the PUR 1000 if that entity meets the definition of both terms.
- (b) "Procurement Officer" means the Buyer's contracting personnel, as identified in the Introductory Materials.
- (c) "Respondent" means the entity that submits materials to the Buyer in accordance with these Instructions.
- (d) "Response" means the material submitted by the respondent in answering the solicitation.
- (e) "Timeline" means the list of critical dates and actions included in the Introductory Materials.

**2. General Instructions.** Potential respondents to the solicitation are encouraged to carefully review all the materials contained herein and prepare responses accordingly.

**3. Electronic Submission of Responses.** Respondents are required to submit responses electronically. For this purpose, all references herein to signatures, signing requirements, or other required acknowledgments hereby include electronic signature by means of clicking the "Submit Response" button (or other similar symbol or process) attached to or logically associated with the response created by the respondent within MyFloridaMarketPlace. The respondent agrees that the action of electronically submitting its response constitutes:

- an electronic signature on the response, generally,
- an electronic signature on any form or section specifically calling for a signature, and
- an affirmative agreement to any statement contained in the solicitation that requires a definite confirmation or acknowledgement.

**4. Terms and Conditions.** All responses are subject to the terms of the following sections of this solicitation, which, in case of conflict, shall have the order of precedence listed:

- Technical Specifications,
- Special Conditions and Instructions,
- Instructions to Respondents (PUR 1001),
- General Conditions (PUR 1000), and
- Introductory Materials.

The Buyer objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response.

**5. Questions.** Respondents shall address all questions regarding this solicitation to the Procurement Officer. Questions must be submitted via the Q&A Board within MyFloridaMarketPlace and must be RECEIVED NO LATER THAN the time and date reflected on the Timeline. Questions shall be answered in accordance with the Timeline. All questions submitted shall be published and answered in a manner that all respondents will be able to view. Respondents shall not contact any other employee of the Buyer or the State for information with respect to this solicitation. Each respondent is responsible for monitoring the MyFloridaMarketPlace site for new or changing information. The Buyer shall not be bound by any verbal information or by any written information that is not contained within the solicitation documents or formally noticed and issued by the Buyer's contracting personnel. Questions to the Procurement Officer or to any Buyer personnel shall not constitute formal protest of the specifications or of the solicitation, a process addressed in paragraph 19 of these Instructions.

**6. Conflict of Interest.** This solicitation is subject to chapter 112 of the Florida Statutes. Respondents shall disclose with their response the name of any officer, director, employee or other agent who is also an employee of the State. Respondents shall also

disclose the name of any State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the respondent or its affiliates.

**7. Convicted Vendors.** A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of 36 months from the date of being placed on the convicted vendor list:

- submitting a bid on a contract to provide any goods or services to a public entity;
- submitting a bid on a contract with a public entity for the construction or repair of a public building or public work;
- submitting bids on leases of real property to a public entity;
- being awarded or performing work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and
- transacting business with any public entity in excess of the Category Two threshold amount (\$25,000) provided in section 287.017 of the Florida Statutes.

**8. Discriminatory Vendors.** An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134 of the Florida Statutes may not:

- submit a bid on a contract to provide any goods or services to a public entity;
- submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
- submit bids on leases of real property to a public entity;
- be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or
- transact business with any public entity.

**9. Respondent's Representation and Authorization.** In submitting a response, each respondent understands, represents, and acknowledges the following (if the respondent cannot so certify to any of following, the respondent shall submit with its response a written explanation of why it cannot do so).

- The respondent is not currently under suspension or debarment by the State or any other governmental authority.
- To the best of the knowledge of the person signing the response, the respondent, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten (10) years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
- Respondent currently has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
- The submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive response.
- The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other respondent or potential

respondent; neither the prices nor amounts, actual or approximate, have been disclosed to any respondent or potential respondent, and they will not be disclosed before the solicitation opening.

- The respondent has fully informed the Buyer in writing of all convictions of the firm, its affiliates (as defined in section 287.133(1)(a) of the Florida Statutes), and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract for violation of any state or federal law involving fraud, bribery, collusion, conspiracy or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees who were convicted of contract crimes while in the employ of another company.
- Neither the respondent nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of federal funds:
  - Has within the preceding three years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
  - Has within a three-year period preceding this certification had one or more federal, state, or local government contracts terminated for cause or default.
- The product offered by the respondent will conform to the specifications without exception.
- The respondent has read and understands the Contract terms and conditions, and the submission is made in conformance with those terms and conditions.
- If an award is made to the respondent, the respondent agrees that it intends to be legally bound to the Contract that is formed with the State.
- The respondent has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the response, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the response.
- The respondent shall indemnify, defend, and hold harmless the Buyer and its employees against any cost, damage, or expense which may be incurred or be caused by any error in the respondent's preparation of its bid.
- All information provided by, and representations made by, the respondent are material and important and will be relied upon by the Buyer in awarding the Contract. Any misstatement shall be treated as fraudulent concealment from the Buyer of the true facts relating to submission of the bid. A misrepresentation shall be punishable under law, including, but not limited to, Chapter 817 of the Florida Statutes.



**10. Manufacturer's Name and Approved Equivalents.** Unless otherwise specified, any manufacturers' names, trade names, brand names, information or catalog numbers listed in a specification are descriptive, not restrictive. With the Buyer's prior approval, the Contractor may provide any product that meets or exceeds the applicable specifications. The Contractor shall demonstrate comparability, including appropriate catalog materials, literature, specifications, test data, etc. The Buyer shall determine in its sole discretion whether a product is acceptable as an equivalent.

**11. Performance Qualifications.** The Buyer reserves the right to investigate or inspect at any time whether the product, qualifications, or facilities offered by Respondent meet the Contract requirements. Respondent shall at all times during the Contract term remain responsive and responsible. In determining Respondent's responsibility as a vendor, the agency shall consider all information or evidence which is gathered or comes to the attention of the agency which demonstrates the Respondent's capability to fully satisfy the requirements of the solicitation and the contract.

Respondent must be prepared, if requested by the Buyer, to present evidence of experience, ability, and financial standing, as well as a statement as to plant, machinery, and capacity of the respondent for the production, distribution, and servicing of the product bid. If the Buyer determines that the conditions of the solicitation documents are not complied with, or that the product proposed to be furnished does not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory, or that performance is untimely, the Buyer may reject the response or terminate the Contract. Respondent may be disqualified from receiving awards if respondent, or anyone in respondent's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts. This paragraph shall not mean or imply that it is obligatory upon the Buyer to make an investigation either before or after award of the Contract, but should the Buyer elect to do so, respondent is not relieved from fulfilling all Contract requirements.

**12. Public Opening.** Responses shall be opened on the date and at the location indicated on the Timeline. Respondents may, but are not required to, attend. The Buyer may choose not to announce prices or release other materials pursuant to s. 119.071(1)(b), Florida Statutes. Any person requiring a special accommodation because of a disability should contact the Procurement Officer at least five (5) workdays prior to the solicitation opening. If you are hearing or speech impaired, please contact the Buyer by using the Florida Relay Service at (800) 955-8771 (TDD).

**13. Electronic Posting of Notice of Intended Award.** Based on the evaluation, on the date indicated on the Timeline the Buyer shall electronically post a notice of intended award at [http://fcn.state.fl.us/owa\\_vbs/owa/vbs\\_www.main\\_menu](http://fcn.state.fl.us/owa_vbs/owa/vbs_www.main_menu). If the notice of award is delayed, in lieu of posting the notice of intended award the Buyer shall post a notice of the delay and a revised date for posting the notice of intended award. Any person who is adversely affected by the decision shall file with the Buyer a notice of protest within 72 hours after the electronic posting. The Buyer shall not provide tabulations or notices of award by telephone.

**14. Firm Response.** The Buyer may make an award within sixty (60) days after the date of the opening, during which period responses shall remain firm and shall not be withdrawn. If award is not made within sixty (60) days, the response shall remain firm until either the Buyer awards the Contract or the Buyer receives from the respondent written notice that the response is withdrawn. Any response that expresses a shorter duration may, in the Buyer's sole discretion, be accepted or rejected.

**15. Clarifications/Revisions.** Before award, the Buyer reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all respondents deemed eligible for Contract award. Failure to provide requested information may result in rejection of the response.

**16. Minor Irregularities/Right to Reject.** The Buyer reserves the right to accept or reject any and all bids, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if the Buyer determines that doing so will serve the State's best interests. The Buyer may reject any response not submitted in the manner specified by the solicitation documents.

**17. Contract Formation.** The Buyer shall issue a notice of award, if any, to successful respondent(s), however, no contract shall be formed between respondent and the Buyer until the Buyer signs the Contract. The Buyer shall not be liable for any costs incurred by a respondent in preparing or producing its response or for any work performed before the Contract is effective.

**18. Contract Overlap.** Respondents shall identify any products covered by this solicitation that they are currently authorized to furnish under any state term contract. By entering into the Contract, a Contractor authorizes the Buyer to eliminate duplication between agreements in the manner the Buyer deems to be in its best interest.

**19. Public Records.** Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011, Florida Statutes, provides a broad definition of public record. As such, all responses to a competitive solicitation are public records unless exempt by law. Any respondent claiming that its response contains information that is exempt from the public records law shall clearly segregate and mark that information and provide the specific statutory citation for such exemption.

**20. Protests.** Any protest concerning this solicitation shall be made in accordance with sections 120.57(3) and 287.042(2) of the Florida Statutes and chapter 28-110 of the Florida Administrative Code. Questions to the Procurement Officer shall not constitute formal notice of a protest. It is the Buyer's intent to ensure that specifications are written to obtain the best value for the State and that specifications are written to ensure competitiveness, fairness, necessity and reasonableness in the solicitation process.

Section 120.57(3)(b), F.S. and Section 28-110.003, Fla. Admin. Code require that a notice of protest of the solicitation documents shall be made within seventy-two hours after the posting of the solicitation.

Section 120.57(3)(a), F.S. requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

Section 28-110.005, Fla. Admin. Code requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

**21. Limitation on Vendor Contact with Agency During Solicitation Period.**

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

## EXHIBIT "D"

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

- A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- B. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- C. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection A.
- D. In the statement specified in subsection A, notify the employees that as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, F.S., or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- F. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

\_\_\_\_\_  
VENDORS SIGNATURE

\_\_\_\_\_  
DATE

Contract Number: \_\_\_\_\_

**STATE-FUNDED SUBGRANT AGREEMENT**

THIS AGREEMENT is entered into by the State of Florida, Division of Emergency Management, with headquarters in Tallahassee, Florida (hereinafter referred to as the "Division"), and

\_\_\_\_\_, (hereinafter referred to as the "Recipient").

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

- A. The Recipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein; and
- B. The Division has received these grant funds from the State of Florida, and has the authority to subgrant these funds to the Recipient upon the terms and conditions below; and
- C. The Division has statutory authority to disburse the funds under this Agreement.

THEREFORE, the Division and the Recipient agree to the following:

(1) SCOPE OF WORK.

The Recipient shall perform the work in accordance with the Budget and Scope of Work, Attachment A of this Agreement.

(2) INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES

The Recipient and the Division shall be governed by applicable State and Federal laws, rules and regulations, including those identified in Attachment B.

(3) PERIOD OF AGREEMENT.

This Agreement shall begin upon execution by both parties or \_\_\_\_\_, whichever is later, and shall end \_\_\_\_\_, unless terminated earlier in accordance with the provisions of Paragraph (12) of this Agreement.

(4) MODIFICATION OF CONTRACT

Either party may request modification of the provisions of this Agreement. Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.

(5) RECORDKEEPING

(a) As applicable, Recipient's performance under this Agreement shall be subject to the federal OMB Circular No. A-102, "Common Rule: Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" (53 Federal Register 8034) or OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations," and either OMB Circular No. A-87, "Cost

Principles for State, Local and Indian Tribal Governments," OMB Circular No. A-21, "Cost Principles for Educational Institutions," or OMB Circular No. A-122, "Cost Principles for Non-profit Organizations."

(b) The Recipient shall retain sufficient records to show its compliance with the terms of this Agreement, and the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five years from the date the audit report is issued, and shall allow the Division or its designee, the State Chief Financial Officer or the State Auditor General access to the records upon request. The Recipient shall ensure that audit working papers are available to them upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Division. The five year period may be extended for the following exceptions:

1. If any litigation, claim or audit is started before the five year period expires, and extends beyond the five year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
2. Records for the disposition of non-expendable personal property valued at \$5,000 or more at the time it is acquired shall be retained for five years after final disposition.
3. Records relating to real property acquired shall be retained for five years after the closing on the transfer of title.

(c) The Recipient shall maintain all records for the Recipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of the Budget and Scope of Work - Attachment A - and all other applicable laws and regulations.

(d) The Recipient, its employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement, shall allow access to its records at reasonable times to the Division, its employees, and agents. "Reasonable" shall ordinarily mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday. "Agents" shall include, but not be limited to, auditors retained by the Division.

(6) AUDIT REQUIREMENTS

(a) The Recipient agrees to maintain financial procedures and support documents, in accordance with generally accepted accounting principles, to account for the receipt and expenditure of funds under this Agreement.

(b) These records shall be available at reasonable times for inspection, review, or audit by state personnel and other personnel authorized by the Division. "Reasonable" shall ordinarily mean normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

(c) The Recipient shall provide the Division with the records, reports or financial statements upon request for the purposes of auditing and monitoring the funds awarded under this Agreement.

(d) If the Recipient is a nonstate entity as defined by Section 215.97, Fla. Stat., it shall comply with the following:

If the Recipient expends a total amount of State financial assistance equal to or more than \$500,000 in any fiscal year of such Recipient, the Recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Fla. Stat.; applicable rules of the Executive Office of the Governor and the Chief Financial Officer; and Chapters 10.550 (local government entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this Agreement shows the State financial assistance awarded by this Agreement. In determining the State financial assistance expended in its fiscal year, the Recipient shall include all sources of State financial assistance, including State funds received from the Division, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

In connection with the audit requirements addressed in this Paragraph 6(d) above, the Recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Fla. Stat. This includes submission of a reporting package as defined by Section 215.97(2)(e), Fla. Stat. and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

If the Recipient expends less than \$500,000 in State financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Fla. Stat., is not required. In the event that the Recipient expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Fla. Stat., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the Recipient's resources obtained from other than State entities). Additional information on the Florida Single Audit Act may be found at the following website:

<https://apps.fldfs.com/fsaa/singleauditact.aspx>.

(e) Report Submission

1. The annual financial audit report shall include all management letters and the Recipient's response to all findings, including corrective actions to be taken.
2. The annual financial audit report shall include a schedule of financial assistance specifically identifying all Agreement and other revenue by sponsoring agency and Agreement number.
3. Copies of financial reporting packages required under this Paragraph 6 shall be submitted by or on behalf of the Recipient directly to each of the following:

The Division of Emergency Management at the following addresses:

Division of Emergency Management  
Office of Inspector General  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

The Auditor General's Office at the following address:

Auditor General's Office  
Room 401, Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

4. Any reports, management letter, or other information required to be submitted to the Division of Emergency Management pursuant to this Agreement shall be submitted on time as required under OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

5. Recipients, when submitting financial reporting packages to the Division of Emergency Management for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Recipient in correspondence accompanying the reporting package.

(f) If the audit shows that all or any portion of the funds disbursed hereunder were not spent in accordance with the conditions of this Agreement, the Recipient shall be held liable for reimbursement to the Division of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty days after the Division has notified the Recipient of such non-compliance.

(g) The Recipient shall have all audits completed in accordance with Section 215.97, Fla. Stat. by an independent certified public accountant (IPA) who shall either be a certified public accountant or a public accountant licensed under Chapter 473, Fla. Stat. The IPA shall state that the audit complied with the applicable provisions noted above. The audit must be submitted to the Division no later than nine (9) months from the end of the Recipient's fiscal year.

(7) REPORTS

(a) The Recipient shall provide the Division with quarterly reports and a close-out report. These reports shall include the current status and progress by the Recipient and all subrecipients and subcontractors in completing the work described in the Scope of Work and the expenditure of funds under this Agreement, in addition to any other information requested by the Division.

(b) Quarterly reports are due to the Division no later than 30 days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are March 31, June 30, September 30 and December 31.

(c) The close-out report is due 60 days after termination of this Agreement or 60 days after completion of the activities contained in this Agreement, whichever first occurs.



(d) If all required reports and copies are not sent to the Division or are not completed in a manner acceptable to the Division, the Division may withhold further payments until they are completed or may take other action as stated in Paragraph (11) REMEDIES. "Acceptable to the Division" means that the work product was completed in accordance with the Budget and Scope of Work.

(e) The Recipient shall provide additional program updates or information that may be required by the Division.

(f) The Recipient shall provide additional reports and information identified in Attachment D.

(8) MONITORING.

The Recipient shall monitor its performance under this Agreement, as well as that of its subcontractors and/or consultants who are paid from funds provided under this Agreement, to ensure that time schedules are being met, the Schedule of Deliverables and Scope of Work are being accomplished within the specified time periods, and other performance goals are being achieved. A review shall be done for each function or activity in Attachment A to this Agreement, and reported in the quarterly report.

In addition to reviews of audits conducted in accordance with paragraph (6) above, monitoring procedures may include, but not be limited to, on-site visits by Division staff, limited scope audits, and/or other procedures. The Recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Division. In the event that the Division determines that a limited scope audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by the Division to the Recipient regarding such audit. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Florida Chief Financial Officer or Auditor General. In addition, the Division will monitor the performance and financial management by the Recipient throughout the contract term to ensure timely completion of all tasks.

(9) LIABILITY

(a) Unless Recipient is a State agency or subdivision, as defined in Section 768.28, Fla. Stat., the Recipient is solely responsible to parties it deals with in carrying out the terms of this Agreement, and shall hold the Division harmless against all claims of whatever nature by third parties arising from the work performance under this Agreement. For purposes of this Agreement, Recipient agrees that it is not an employee or agent of the Division, but is an independent contractor.

(b) Any Recipient which is a state agency or subdivision, as defined in Section 768.28, Fla. Stat., agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Division, and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in Section 768.28, Fla. Stat. Nothing herein is intended to serve as a waiver of sovereign immunity by any Recipient to which sovereign immunity applies. Nothing herein

shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(10) DEFAULT.

If any of the following events occur ("Events of Default"), all obligations on the part of the Division to make further payment of funds shall, if the Division elects, terminate and the Division has the option to exercise any of its remedies set forth in Paragraph (11). However, the Division may make payments or partial payments after any Events of Default without waiving the right to exercise such remedies, and without becoming liable to make any further payment:

(a) If any warranty or representation made by the Recipient in this Agreement or any previous agreement with the Division is or becomes false or misleading in any respect, or if the Recipient fails to keep or perform any of the obligations, terms or covenants in this Agreement or any previous agreement with the Division and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement;

(b) If material adverse changes occur in the financial condition of the Recipient at any time during the term of this Agreement, and the Recipient fails to cure this adverse change within thirty days from the date written notice is sent by the Division.

(c) If any reports required by this Agreement have not been submitted to the Division or have been submitted with incorrect, incomplete or insufficient information;

(d) If the Recipient has failed to perform and complete on time any of its obligations under this Agreement.

(11) REMEDIES.

If an Event of Default occurs, then the Division shall, after thirty calendar days written notice to the Recipient and upon the Recipient's failure to cure within those thirty days, exercise any one or more of the following remedies, either concurrently or consecutively:

(a) Terminate this Agreement, provided that the Recipient is given at least thirty days prior written notice of the termination. The notice shall be effective when placed in the United States, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address in paragraph (13) herein;

(b) Begin an appropriate legal or equitable action to enforce performance of this Agreement;

(c) Withhold or suspend payment of all or any part of a request for payment;

(d) Require that the Recipient refund to the Division any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.

(e) Exercise any corrective or remedial actions, to include but not be limited to:

1. request additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance,

2. issue a written warning to advise that more serious measures may be taken if the situation is not corrected,

3. advise the Recipient to suspend, discontinue or refrain from incurring costs for any activities in question or

4. require the Recipient to reimburse the Division for the amount of costs incurred for any items determined to be ineligible;

(f) Exercise any other rights or remedies which may be available under law.

(g) Pursuing any of the above remedies will not stop the Division from pursuing any other remedies in this Agreement or provided at law or in equity. If the Division waives any right or remedy in this Agreement or fails to insist on strict performance by the Recipient, it will not affect, extend or waive any other right or remedy of the Division, or affect the later exercise of the same right or remedy by the Division for any other default by the Recipient.

(12) TERMINATION.

(a) The Division may terminate this Agreement for cause after thirty days written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform on time, and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, Fla. Stat., as amended.

(b) The Division may terminate this Agreement for convenience or when it determines, in its sole discretion, that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds, by providing the Recipient with thirty calendar days prior written notice.

(c) The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment will state the effective date of the termination and the procedures for proper closeout of the Agreement.

(d) In the event that this Agreement is terminated, the Recipient will not incur new obligations for the terminated portion of the Agreement after the Recipient has received the notification of termination. The Recipient will cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice will be disallowed. The Recipient shall not be relieved of liability to the Division because of any breach of Agreement by the Recipient. The Division may, to the extent authorized by law, withhold payments to the Recipient for the purpose of set-off until the exact amount of damages due the Division from the Recipient is determined.

(13) NOTICE AND CONTACT.

(a) All notices provided under or pursuant to this Agreement shall be in writing, either by hand delivery, or first class, certified mail, return receipt requested, to the representative named below, at the address below, and this notification attached to the original of this Agreement.

(b) The name and address of the Division contract manager for this Agreement is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

(c) The name and address of the Representative of the Recipient responsible for the administration of this Agreement is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

(d) In the event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title and address of the new representative will be provided as outlined in (13)(a) above.

(14) SUBCONTRACTS

If the Recipient subcontracts any of the work required under this Agreement, a copy of the unsigned subcontract must be forwarded to the Division for review and approval before it is executed by the Recipient. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the Division and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law. The Recipient shall document in the quarterly report the subcontractor's progress in performing its work under this Agreement.

For each subcontract, the Recipient shall provide a written statement to the Division as to whether that subcontractor is a minority business enterprise, as defined in Section 288.703, Fla. Stat.

(15) TERMS AND CONDITIONS

This Agreement contains all the terms and conditions agreed upon by the parties.

(16) ATTACHMENTS

(a) All attachments to this Agreement are incorporated as if set out fully.

(b) In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

(c) This Agreement has the following attachments:

Exhibit 1 - Funding Sources

- Attachment A – Budget and Scope of Work
- Attachment B – Program Statutes and Regulations
- Attachment C – Recordkeeping
- Attachment D – Reports
- Attachment E – Justification of Advance Payment
- Attachment F – Warranties and Representations
- Attachment G – Certification Regarding Debarment
- Attachment H -- Statement of Assurances

(17) FUNDING/CONSIDERATION

(a) This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$\_\_\_\_\_, subject to the availability of funds.

(b) Any advance payment under this Agreement is subject to Section 216.181(16), Fla.Stat., and is contingent upon the Recipient's acceptance of the rights of the Division under Paragraph (12)(b) of this Agreement. The amount which may be advanced may not exceed the expected cash needs of the Recipient within the first three (3) months of the contract term. For a federally funded contract, any advance payment is also subject to federal OMB Circulars A-87, A-110, A-122 and the Cash Management Improvement Act of 1990. All advances are required to be held in an interest-bearing account. If an advance payment is requested, the budget data on which the request is based and a justification statement shall be included in this Agreement as Attachment E. Attachment E will specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds. No advance shall be accepted for processing if a reimbursement has been paid prior to the submittal of a request for advanced payment.

(c) After the initial advance, if any, payment shall be made on a reimbursement basis as needed. The Recipient agrees to expend funds in accordance with the Budget and Scope of Work, Attachment A of this Agreement.

(d) Invoices shall be submitted at least quarterly and shall include the supporting documentation for all costs of the project or services. Invoices shall be accompanied by a statement signed and dated by an authorized representative of the Recipient certifying that "all disbursements made in accordance with conditions of the Division agreement and payment is due and has not been previously requested for these amounts." The supporting documentation must comply with the documentation requirements of applicable OMB Circular Cost Principles. The final invoice shall be submitted within sixty (60) days after the expiration date of the agreement. An explanation of any circumstances prohibiting the submittal of quarterly invoices shall be submitted to the Division contract manager as part of the Recipient's quarterly reporting as referenced in Paragraph 7 of this Agreement.

If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, the federal Office of Management and Budgeting, the State Chief Financial Officer or under subparagraph (19)(h) of this Agreement, all obligations on the part of the Division to make any further payment of funds shall terminate, and the Recipient shall submit its closeout report within thirty days of receiving notice from the Division.

(18) REPAYMENTS

All refunds or repayments due to the Division under this Agreement are to be made payable to the order of "Division of Emergency Management", and mailed directly to the following address:

Division of Emergency Management  
Cashier  
2555 Shumard Oak Boulevard  
Tallahassee FL 32399-2100

In accordance with Section 215.34(2), Fla. Stat., if a check or other draft is returned to the Division for collection, Recipient shall pay the Division a service fee of \$15.00 or 5% of the face amount of the returned check or draft, whichever is greater.

(19) MANDATED CONDITIONS

(a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this Agreement, in any later submission or response to a Division request, or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations, and materials is incorporated by reference. The inaccuracy of the submissions or any material changes shall, at the option of the Division and with thirty days written notice to the Recipient, cause the termination of this Agreement and the release of the Division from all its obligations to the Recipient.

(b) This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Leon County. If any provision of this Agreement is in conflict with any applicable statute or rule, or is unenforceable, then the provision shall be null and void to the extent of the conflict, and shall be severable, but shall not invalidate any other provision of this Agreement.

(c) Any power of approval or disapproval granted to the Division under the terms of this Agreement shall survive the term of this Agreement.

(d) This Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

(e) The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, State and local government services, and telecommunications.

(f) Those who have been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list 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 work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

(g) Any Recipient which is not a local government or state agency, and which receives funds under this Agreement from the federal government, certifies, to the best of its knowledge and belief, that it and its principals:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;
2. have not, within a five-year period preceding this proposal been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offenses enumerated in paragraph 19(g)2. of this certification; and
4. have not within a five-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

If the Recipient is unable to certify to any of the statements in this certification, then the Recipient shall attach an explanation to this Agreement.

**In addition, the Recipient shall send to the Division (by email or by facsimile transmission) the completed "Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion" (Attachment G) for each intended subcontractor which Recipient plans to fund under this Agreement. The form must be received by the Division before the Recipient enters into a contract with any subcontractor.**

(h) The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with Chapter 216, Fla. Stat. or the Florida Constitution.

(i) All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.

(j) Any bills for travel expenses shall be submitted in accordance with Section 112.061, Fla. Stat.

(k) The Division reserves the right to unilaterally cancel this Agreement if the Recipient refuses to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Fla. Stat., which the Recipient created or received under this Agreement.

(l) If the Recipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to the Division or be applied against the Division's obligation to pay the contract amount.

(m) The State of Florida will not intentionally award publicly-funded contracts to any contractor 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 Division shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Division.

(n) The Recipient is subject to Florida's Government in the Sunshine Law (Section 286.011, Fla. Stat.) with respect to the meetings of the Recipient's governing board or the meetings of any subcommittee making recommendations to the governing board. All of these meetings shall be publicly noticed, open to the public, and the minutes of all the meetings shall be public records, available to the public in accordance with Chapter 119, Fla. Stat.

(o) All expenditures of state financial assistance shall be in compliance with the laws, rules and regulations applicable to expenditures of State funds, including but not limited to, the Reference Guide for State Expenditures.

(p) The Agreement may be charged only with allowable costs resulting from obligations incurred during the term of the Agreement.

(q) Any balances of unobligated cash that have been advanced or paid that are not authorized to be retained for direct program costs in a subsequent period must be refunded to the State.

(20) LOBBYING PROHIBITION

(a) No funds or other resources received from the Division under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

(b) The Recipient certifies, by its signature to this Agreement, that to the best of his or her knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the



making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities."

3. The Recipient shall require that this certification be included in the award documents for all subawards (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(21) COPYRIGHT, PATENT AND TRADEMARK

**ANY AND ALL PATENT RIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY RESERVED TO THE STATE OF FLORIDA. ANY AND ALL COPYRIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY TRANSFERRED BY THE RECIPIENT TO THE STATE OF FLORIDA.**

(a) If the Recipient has a pre-existing patent or copyright, the Recipient shall retain all rights and entitlements to that pre-existing patent or copyright unless the Agreement provides otherwise.

(b) If any discovery or invention is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected with it, the Recipient shall refer the discovery or invention to the Division for a determination whether the State of Florida will seek patent protection in its name. Any patent rights accruing under or in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films, or other copyrightable material are produced, the Recipient shall notify the Division. Any copyrights accruing under or in connection with the performance under this Agreement are transferred by the Recipient to the State of Florida.

(c) Within thirty days of execution of this Agreement, the Recipient shall disclose all intellectual properties relating to the performance of this Agreement which he or she knows or should know could give rise to a patent or copyright. The Recipient shall retain all rights and entitlements to any pre-existing intellectual property which is disclosed. Failure to disclose will indicate that no such property

exists. The Division shall then, under Paragraph (b), have the right to all patents and copyrights which accrue during performance of the Agreement.

(22) LEGAL AUTHORIZATION.

The Recipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. The Recipient also certifies that the undersigned person has the authority to legally execute and bind Recipient to the terms of this Agreement.

(23) ASSURANCES.

The Recipient shall comply with any Statement of Assurances incorporated as Attachment H.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

**RECIPIENT:**

\_\_\_\_\_

By: \_\_\_\_\_

Name and title: \_\_\_\_\_

Date: \_\_\_\_\_

FID# \_\_\_\_\_

**STATE OF FLORIDA  
DIVISION OF EMERGENCY MANGEMENT**

By: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT – 1**

STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

NOTE: If the resources awarded to the recipient for matching represent more than one Federal program, provide the same information shown below for each Federal program and show total State resources awarded for matching.

Federal Program (list Federal agency, Catalog of Federal Domestic Assistance title and number) -  
\$ (amount)

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

NOTE: If the resources awarded to the recipient represent more than one State project, provide the same information shown below for each State project and show total state financial assistance awarded that is subject to Section 215.97, Florida Statutes.

State Project -

State awarding agency \_\_\_\_\_  
Catalog of State Financial Assistance title \_\_\_\_\_  
Catalog of State Financial Assistance number \_\_\_\_\_  
\$ \_\_\_\_\_(amount)

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

*List applicable compliance requirements as follows:*

1. *First applicable compliance requirement (e.g., what services/purposes resources must be used for).*
2. *Second applicable compliance requirement (e.g., eligibility requirements for recipients of the resources).*
3. *Etc.*

*State awarding agency may elect to use language that requires the recipient to comply with the requirements of applicable provisions of specific laws, rules, regulations, etc. NOTE: Instead of listing the specific compliance requirements as shown above, in the example, the language may state that the recipient must comply with a specific law(s), rule(s), or regulation(s) that pertains to how the awarded resources must be used or how eligibility determinations are to be made. The State awarding agency, if practical, may want to attach a copy of the specific law, rule, or regulation referred to.*

NOTE: Section .400(d) of OMB Circular A-133, as revised, and Section 215.97(5)(a), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the recipient.

**Attachment A**  
**Budget and Scope of Work**

**SCOPE OF WORK MUST BE APPROVED BY LEGAL PRIOR TO SENDING EACH AGREEMENT**  
**TO THE RECIPIENT**

**Attachment B**  
**Program Statutes and Regulations**

**Attachment C**  
**Recordkeeping**

**Attachment D**  
**Reports**



**Attachment E**  
**JUSTIFICATION OF ADVANCE PAYMENT**

**RECIPIENT:**

If you are requesting an advance, indicate same by checking the box below.

<input type="checkbox"/> <b>ADVANCE REQUESTED</b>  Advance payment of \$ _____ is requested. Balance of payments will be made on a reimbursement basis. These funds are needed to pay staff, award benefits to clients, duplicate forms and purchase start-up supplies and equipment. We would not be able to operate the program without this advance.
---

If you are requesting an advance, complete the following chart and line item justification below.

**ESTIMATED EXPENSES**

BUDGET CATEGORY/LINE ITEMS (list applicable line items)	20__-20__ Anticipated Expenditures for First Three Months of Contract
<u>For example</u> ADMINISTRATIVE COSTS (Include Secondary Administration.)	
<u>For example</u> PROGRAM EXPENSES	
TOTAL EXPENSES	

**LINE ITEM JUSTIFICATION** (For each line item, provide a detailed justification explaining the need for the cash advance. The justification must include supporting documentation that clearly shows the advance will be expended within the first ninety (90) days of the contract term. Support documentation should include quotes for purchases, delivery timelines, salary and expense projections, etc. to provide the Division reasonable and necessary support that the advance will be expended within the first ninety (90) days of the contract term. Any advance funds not expended within the first ninety (90) days of the contract term shall be returned to the Division Cashier, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399, within thirty (30) days of receipt, along with any interest earned on the advance)

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## **Attachment F Warranties and Representations**

### Financial Management

Recipient's financial management system must include the following:

- (1) Accurate, current and complete disclosure of the financial results of this project or program
- (2) Records that identify the source and use of funds for all activities. These records shall contain information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
- (3) Effective control over and accountability for all funds, property and other assets. Recipient shall safeguard all assets and assure that they are used solely for authorized purposes.
- (4) Comparison of expenditures with budget amounts for each Request For Payment. Whenever appropriate, financial information should be related to performance and unit cost data.
- (5) Written procedures to determine whether costs are allowed and reasonable under the provisions of the applicable OMB cost principles and the terms and conditions of this Agreement.
- (6) Cost accounting records that are supported by backup documentation.

### Competition

All procurement transactions shall be done in a manner to provide open and free competition. The Recipient shall be alert to conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure excellent contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the Recipient, considering the price, quality and other factors. Solicitations shall clearly set forth all requirements that the bidder or offeror must fulfill in order for the bid or offer to be evaluated by the Recipient. Any and all bids or offers may be rejected when it is in the Recipient's interest to do so.

Codes of Conduct.

The Recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by public grant funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The standards of conduct shall provide for disciplinary actions to be applied for violations of the standards by officers, employees, or agents of the Recipient.

Business Hours

The Recipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site, from \_\_\_\_\_

Licensing and Permitting

All subcontractors or employees hired by the Recipient shall have all current licenses and permits required for all of the particular work for which they are hired by the Recipient.

**Attachment G**

**Certification Regarding  
Debarment, Suspension, Ineligibility  
And Voluntary Exclusion**

**Subcontractor Covered Transactions**

- (1) The prospective subcontractor of the Recipient, \_\_\_\_\_, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
- (2) Where the Recipient's subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

SUBCONTRACTOR:

\_\_\_\_\_

By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Recipient's Name

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
DEM Contract Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Project Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

**Attachment H**  
**Statement of Assurances**

**State of Florida**  
**Division of Emergency Management**

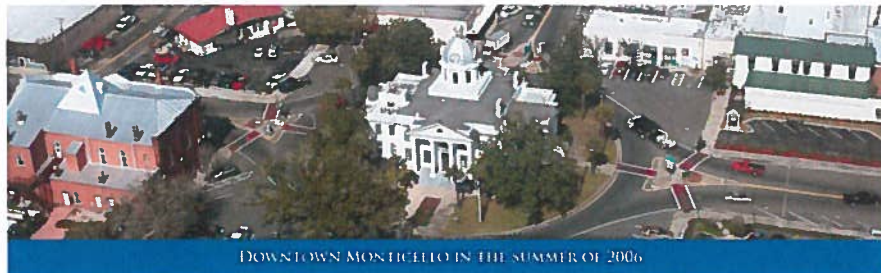


**Jefferson County Board of County Commissioners**

**Technical Proposal RFP-DEM-14-15-043**

**Mitigation Retrofit**

**Improvements 8/03/2015**



(County Letterhead)

July 21, 2015

RFP - DEM-14 -15 - 043 Mitigation Retrofit Program  
Florida Division of Emergency Management  
Ms. Tara Walters  
2555 Shumard Oak Blvd.  
Tallahassee, FL 32399-2100

Re: Technical Proposal Number RFP- DEM-14 -15-043 Hurricane Loss Mitigation  
Program – Mitigation Retrofit Improvements

Dear Ms. Walters:

Jefferson County Board of County Commissioners (BOCC) FEID # 59-6000690 is pleased to submit an original, three copies, and one CD of the technical proposal pursuant to RFP #: RFP-DEM-14-15-043 Mitigation Retrofit Improvement Program. Jefferson County BOCC will fund selected single family homes in incorporated Jefferson County for wind mitigation retrofit improvements. Based on the wind mitigation inspection, the County shall identify residential structures for possible wind mitigation retrofit improvements and the type of wind mitigation measures proposed.

The Jefferson County Board of County Commissioners agrees to the following assurances: (1) only those entities identified in the application are involved in the proposed project, (2) the signer and point of contact has full authority to bind the applicant and all other involved parties.

I respectfully ask for your favorable consideration and appreciate the opportunity to submit this technical proposal.

Sincerely,

Benjamin “Benny” Bishop  
Chair



**Residential Construction Mitigation**

**Program 2014-2015**

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Attachments:

Appendix 1 – Financials

Appendix 2 – Resumes

Appendix 3 – Scope of Work



# Jefferson County Housing Mitigation Program 2014-2015

## **Executive Summary:**

Jefferson County is located in the heart of "the other Florida," the Florida of rolling hills and stately oaks draped in wispy Spanish moss. Situated in the state's Panhandle, it is the only county that extends from Georgia on the north to the Gulf of Mexico on the south. Known as the "Keystone County," it is approximately mid-way between Jacksonville, Florida's northern-most Atlantic port and Pensacola, one of her largest Gulf ports. Monticello, the county's seat of government, is just 23 miles east of Florida's capital city of Tallahassee, and is fast becoming one of that thriving city's favorite "bedroom communities."

Every year hurricanes threaten the United States with the potential for catastrophic losses of life and property. The risk of a catastrophe varies by location. The state of Florida is particularly vulnerable due to its position surrounded by warm seas. The state faces the threat of hurricanes six months out of the year. The Tropical Storm Fay brought home to Jefferson County the punitive realities of extensive devastation caused by wind and water damage and the deficiencies in homes of all income ranges, but particularly in those of low to moderate income residents.

The primary problem allowing the wind and water destruction is that most homes and residents were not well-prepared to withstand hurricane force winds. Throughout the ongoing recovery process for these storm events, and as home repairs are being made, residents need to focus not just on repairing their homes and businesses, but on strengthening them so that they can better withstand future storm events.

After Tropical Storm Fay, residents of Florida's Keystone County now have a more realistic understanding of the devastating damage that hurricanes can cause. Due to this increased awareness, people are now, more than ever, likely to consider retrofitting their home with wind protection measures. A well-protected home is far more likely to come through a hurricane in better shape than a home that has little or no protection.

The current financial information is attached and can be found as Appendix 1.

## Jefferson County Housing Mitigation Program 2014-2015

### **Project Team:**

Our project team will consist of our consultant – Government Services Group, Inc. which provides trained staff to administer our ongoing SHIP programs. The Staff at GSG has many years experience administering SHIP, CDBG, HOME and other related projects and is familiar with all of our housing needs. Their current administration of the SHIP program will be enhanced with additional funding to allow for the much needed retrofit of existing homes for low income owners. See attached resumes in APPENDIX 2.

The Finance Department will be responsible for payment of grant expenditures and match documentation. The Department handles all Jefferson County Board of County Commissioner's receipts and disbursement of monies, including State, Federal, and other grants. They also serve as the accountant and internal auditor for the Board of County Commissioners.

Contractors will be qualified and chosen through the competitive procurement process to ensure the best use of grant funds. Work will be completed through contractor and subcontractor agreements. Upon execution of the grant contract, the BOCC will request qualifications from contractors and subcontractors in accordance with grant guidelines or federal procurement guidelines.

The current resumes for GSG staff are attached and can be found as Appendix 2.

## Jefferson County Housing Mitigation Program 2014-2015

### **References:**

The current team of staff that will administer this program for Jefferson County consists of James F. "Jay" Moseley, Senior Consultant. Mr. Moseley currently administers a CDBG Grant in Alachua County. Mr. Moseley is also the SHIP administrator for Jefferson, Taylor and Wakulla Counties with over 21 years of experience in Federal, State and Local Housing program experience.

Included in his experience, Mr. Moseley has administered Disaster Recovery Grants in St. Lucie County, Citrus County, Monroe County, and Jefferson County. These projects ranged from Flood Zone single family buy outs, repair of Storm Damaged houses, replacement of Storm Damaged houses, and rehabilitation of Multi-Family Residential Projects.

Mr. Moseley is trained as a SBCCI Housing Rehabilitation Inspector, a My Safe Florida Home Hurricane and Wind Mitigation Inspector, and FLASH – Federal Alliance for Safe Homes – Safety Retrofit Course. However, to avoid any potential conflict of interest, a suitably trained and certified inspector will be included in the program as an outside source for inspection services.

Calvin Knowles, Senior Consultant will also be assisting Mr. Moseley during the administration of this grant. Mr. Knowles has many years experience with CDBG, SHIP, HOME and other programs. He has worked with many disaster recovery programs beginning with Hurricane Andrew in Homestead, FL.

# Jefferson County Housing Mitigation Program 2014-2015

## **Work Plan:**

Jefferson County proposes to utilize this residential retrofit improvement funding to mitigate single family homes whose income falls within the range of low to moderate income. The purpose of the project is to protect selected low-income homeowners to ensure their homes are prepared for future storms. The specific goal of the project is to provide windstorm mitigation to low and moderate homeowners, site-built, owner-occupied homes. Implementation of windstorm mitigation programs can substantially improve the ability of a community to reduce its damage risk exposure.

This project will reduce: future damage from high winds, wind-blown debris, and wind driven rain; displacement time for repairs; health and safety risks; and clean-up costs. It will also allow individuals to return to work more quickly after a storm as they will have less damage to their homes and property to address.

The Jefferson County BOCC will fund the selected retrofitting single family homes. The wind mitigation inspection will identify improvements, wind mitigation deficiencies and whether the residential structure can be retrofitted to effectively improve resistance to wind related damage.

All mitigation construction work shall be completed by a Qualified, Licensed Florida Contractors and in accordance with all applicable Florida Building Codes, local building codes, industry standards and Manufacturer's Specifications.

After the execution of a State-Funded Grant Agreement, Jefferson County shall conduct an inspection of residential properties and identify a group of properties eligible for mitigation retrofit improvements. The Recipient shall submit a list of those properties to the Division within four (4) weeks of the posted Notice of Intent To Award on the My Florida Market Place ("MFMP") Vendor Bid System. Jefferson County shall submit property information and the estimated mitigation costs on a 2016 Property Information Spreadsheet (PIS) provided by the Division at the time of Award. Color photographs of the structures are required with the submission of the PIS. Jefferson County may identify additional properties over the course of the fiscal year until all awarded funds are expended.

Authorized mitigation retrofit improvements include:

- a) Replacement of roof sheathing;
- b) Replacement of roof covering;
- c) Strengthening of roof deck attachment;

- d) Installation of secondary water barrier;
- e) Installation of hurricane straps;
- f) Installation of window and door opening protection;
- g) Installation of hurricane resistant windows and doors;
- h) Brace bottom chord gable end; and,
- i) Anchoring of wall or floor units to the foundation.

**Project Timeline:** The Jefferson County Housing Division has sufficient staff and training to initiate the program upon contract. The projects will be completed within the one-year timeframe and will meet the goals of Section 215.555 (7) (c) F.S. in that the requested funding will be supplemented with the SHIP Program funds.

Month 1	Publish Notice of Funding Availability for residents
Month 2	Application intake and approval process
Months 3-4	Pre-mitigation inspection and work write up completion
Months 5-7	Seek competitive bids for retrofit work/Award to lowest qualified contractor
Months 8-10	Retrofit contract period (3 months) Project progress inspections by building officials and housing inspector
Month 11	Post-mitigation final inspection/completion of work
Month 12	Contract end date

The proposed residential mitigation program supplements the rehabilitation and mitigation programs already available through the Jefferson County Housing Division. The desired outcome is for these homes to be fully mitigated against future storms through the addition of secondary deck attachments and water barriers (roof), better than code roof coverings, bracing gable ends, reinforcing roof to wall connections, and upgrading or installing exterior wall protections, including doors and shutters. Furthermore, Housing staff is well trained in hurricane mitigation measures and guidelines outlined in Florida Building Code and the My Safe Florida Home Program. Since the County recently completed a similar Disaster Recovery program, the transition will be relatively simple. The Housing Division has a vested interest in the well-being of Jefferson County residents, and understands and strives to decrease the devastation that a hurricane disaster can produce.

James F. Moseley, Senior Consultant with Government Services Group, Inc. will be the lead person in charge of all aspects of the program, including all homeowner selection, approval, bidding, contracting, and construction management.

## Jefferson County Housing Mitigation Program 2014-2015

Once an application is approved for rehabilitation a site visit is conducted, a work write-up is prepared. Once we have a group of qualified applicants then we advertise in the local paper invitations to bid along with an e-mail notification to our list of approved contractors to inform them of a bid walk-through. There is a two week question and answer period for contractor's to ask any questions that they may have that pertains to the project. Once bids are due they are opened and the lowest completed bid packet is submitted to the Board for approval. Once approved by the Board, contracts are prepared and signed by the homeowner and contractor.

We utilize consistent methods of construction management along with coordination with homeowners, contractors, building officials and others to ensure timely completion of projects, proper and approved construction methods and materials. Our specification requirements along with all Florida Building Code related requirements are strictly adhered to. Timely completion is insured by utilizing and enforcing penalties when appropriate and warranted.

All projects will be competitively bid and awarded. We will provide a detailed scope of work along with our Rehabspec booklet that identifies specific requirements. All projects are also inspected and must meet all Florida Building Code requirements. See examples of the Notice to Bidders, and Work Write Up attached as APPENDIX 3

## Jefferson County Housing Mitigation Program 2014-2015

### **Need/Justification:**

Florida is the most vulnerable state in the nation to hurricanes and tropical storms.

The primary reason for high levels of wind and water damage is that the majority of homes were not built to withstand hurricane force winds and rain. According to U.S. Census data (2010), over 75 percent of the housing stock in Jefferson County was built prior to 2000. These older homes are more vulnerable as the building codes were not geared toward the prevention of hurricane damage. There is a great need for hurricane mitigation on single family homes in Jefferson County.

Jefferson County continues to rebuild and prepare for future storms, but the low to moderate income population remain the most vulnerable as they have the fewest resources to be prepared, needing extra funds to keep their homes in good repair. As of 2010, the total Jefferson County population is 14,761, which has grown 14.4 percent since 2000. The population growth rate is slightly lower than the state average rate of 17.64 percent and is somewhat higher than the national average rate of 9.71 percent. As of 2013, the per capita income of Jefferson County is \$21,184, which is lower than the state average of \$26,236 and is lower than the national average of \$53,042. The Census figures estimate that 4.1 percent of the community is Hispanic, 35.6 percent African American, and 62.0 percent Caucasian. More than 19.5 percent of the population is made up of seniors 65 and over. U.S. Census data from 2010 indicates 17.2 percent of individuals in Jefferson County (over 2,500 people) live below the poverty level. Due to the high population of vulnerable low income residents, Jefferson County has a great need for home mitigation programs to assist this target population.

The Saffir-Simpson Hurricane Scale is a 1 to 5 rating based on the hurricane's sustained wind speed. This scale estimates potential property damage. Hurricanes or Typhoons reaching Category 3 and higher are considered major hurricanes because of their potential for loss of life and damage. Category 1 and 2 storms are still very dangerous and warrant preventative measures. Tropical Storm Fay hit the Jefferson County area on August 21, 2008 with its highest recorded speeds making it a Tropical Storm.

This grant opportunity would be a continuation to provide mitigation measures for low to moderate income properties. Between 2011-2012 Jefferson County and assisted four county residents by funding mitigation measures through the CDBG Disaster Recovery program. Eligible applicants will benefit greatly by securing their properties, increasing the property's value, and by reducing insurance premiums.

The proposed project will have many short term tangible benefits. Participating homeowners will receive mitigation retrofits that will strengthen their homes, increase their property value,

decrease insurance premiums, increase their sense of security, and reduce the likelihood of damage. The mitigation project will focus on strengthening residential structures with the goal of reducing damage to homes and their contents, as well as providing a place of shelter from wind or wind-borne debris for homeowners. Strengthening homes will allow residents to shelter in place and will reduce the demand on emergency shelters.

This residential mitigation project will also have long term tangible benefits. The Jefferson County Housing Department is the administrator for the State Housing Initiative Program (SHIP), This project will reduce future damage from high winds, wind-blown debris, and wind driven rain; displacement time for repairs; health and safety risks; and clean-up costs. It will also allow individuals to return to work more quickly after a storm as they will have less damage to their homes and property to address. The damage after past storms overwhelmed the local government and non-profit agencies. By decreasing the number of at-risk residents of the community the county will be closer to its goal of being prepared and increasing the capacity to reach all residents in need after future hurricane events.



## Jefferson County Housing Mitigation Program 2014-2015

### **Cost Control**

Jefferson County anticipates assisting at least 8 owner occupied residential homes with mitigation of future storm related issues. All homes assisted will be selected through the SHIP application process and all must qualify as SHIP recipients as well as RCMP recipients. All homes must be owner occupied and must be current on their mortgages and property taxes.

All homes will be bid following a Notice to Bidders being published in the local newspaper, along with a direct e-mail of the notice to our current list of 60+ licensed contractors. Specific work write ups identifying the work requested along with a Rehabspec booklet will be provided to all eligible bidders that attend the mandatory walkthrough.

Once bids are received, they will be reviewed for completeness along with a review of prices to ensure that each item is cost effective and based on current established bid prices. We effectively have bid projects in all areas of the state and can identify reasonable prices readily. The contract will generally be awarded to the low bidder that meets all of the requirements of the program regarding licensing and insurance.

Once construction begins, the progress would be monitored on a weekly basis to insure that the project is progressing in a timely fashion, and making sure that the quality of work is satisfactory. Any items identified during construction that would require additional work would be reviewed for necessity, cost, and cost effectiveness. All prices submitted would be reviewed and cost estimates performed taking into consideration materials and labor, to insure that prices remain reasonable.

**EXHIBIT "B"**  
**ACKNOWLEDGEMENT**  
**RFP-DEM-14-15-043**  
**HURRICANE LOSS MITIGATION PROGRAM**  
**Residential Construction Mitigation Program (RCMP)**

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

Proposer: Jefferson County FEID #: 59-6000690

Address: 450 W. Walnut St.

City: Monticello State: Florida

Zip Code: 32344

Telephone Number: 850-342-0287 E-Mail Address: [pbarwick@jeffersoncountyfl.gov](mailto:pbarwick@jeffersoncountyfl.gov)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed / Typed: Benjamin "Benny" Bishop Title: Chair

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

## EXHIBIT "D"

CERTIFICATION OF DRUG-FREE WORKPLACE
--------------------------------------

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

- A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- B. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- C. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection A.
- D. In the statement specified in subsection A, notify the employees that as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, F.S., or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- F. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

\_\_\_\_\_  
VENDORS SIGNATURE

\_\_\_\_\_  
DATE

# Appendix 1

## Financials

## Jefferson County, Florida Management's Discussion and Analysis

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### MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Jefferson County's financial performance provides an overview of the County's financial activities for the fiscal year ended September 30, 2013. It should be read in conjunction with the County's financial statements, which begin on page 3.

### FINANCIAL HIGHLIGHTS

- The County's net position increased as a result of this year's operations. Net position of our governmental activities increased by \$249,004, or 1.72%. The County does not have any business-type activities.
- During the year, the County generated tax and other revenues of \$249,004 more than the \$15.742 million of its primary governmental program expenses. For comparison, last year revenues exceeded expenses by \$325,829.
- The total cost of the County's programs decreased by \$91,861 from the preceding year (a decrease of 0.55%).
- The millage rate remained at 8.3119 mills.
- There has been significant activity with regard to economic development in Jefferson County. In October 2012, the County purchased 26 acres adjacent to the Jefferson County Industrial Park in order to expand for future growth. The County gave 10 acres to Harrell Nut Company in an effort to attract the establishment of their pecan processing operations in the County. Harrell Nut Company opened for business in May 2014 and is at 70% capacity with 35 new employees. In addition, the County committed to borrowing \$800,000 to construct a warehouse for American Hunter, an internet distribution company located at the Industrial Park. Ground should be broken on this project in the fall of 2014. Also, Tractor Supply Company and Family Dollar have opened new stores in Monticello in 2013 and 2014 respectively.
- In November 2012, the Board approved a Series 2012 Gas Tax Revenue Bond in the amount of \$4,615,000. The approved bond proceeds will go towards improving / paving approximately 40 miles of County-maintained roads. The Bond will be repaid over a 20 year term with annual payments of approximately \$300,000. These funds will come from 5<sup>th</sup> and 6<sup>th</sup> cent gasoline taxes. Currently, the work program is 75% complete and should be finalized by the end of FY 2014-2015.

## **Jefferson County, Florida Management's Discussion and Analysis**

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### **USE OF THIS REPORT**

This report consists of a series of financial statements. The Statement of Net position and the Statement of Activities (on pages 4 and 5) provide information about the activities of the County as a whole and present a long-term view of the County's finances. These statements reflect the County as a whole and are deemed government-wide financial statements. The Fund financial statements start on page 6. These statements tell how governmental services were financed in the short term as well as what remains for future spending. Fund financial statements also report the County's operations in more detail than the government-wide statements by providing information about the County's most significant funds. The remaining statement for Fiduciary Funds provides financial information about activities for which the County acts solely as a trustee or agent for the benefit of others outside of the County.

### **Reporting the County as a Whole**

Our analysis of the County as a whole is detailed later in this discussion. One of the most frequently asked questions about the County's finances is "Is the County, as a whole, better off or worse off as a result of this year's activities?" The Statement of Net position and the Statement of Activities report information about the County as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting system used by most private companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the County's net position and the changes in them. You can think of the County's net position (the difference between assets and liabilities) as one way to measure the County's financial health, or its financial position. Over time, increases or decreases in the County's net position are one indicator of whether its financial health is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as changes in the County's property tax base, the condition of the County roads and equipment, and other matters to assess the overall health of the County.

Since the County does not have any business-type activities (utilities, etc) and no component units to report, the remaining activities of the County are governmental activities. These include all of the County's basic services, including law enforcement, fire protection, building inspection, ambulance service, parks and recreation, library services, road and bridge maintenance, etc. Property taxes, gasoline taxes, sales tax, and State and Federal grants generally finance most of these activities.

### **Reporting on the County's Most Significant Funds**

The fund financial statements begin on page 6 and provide detailed information about the most significant funds and not the County as a whole. Some funds are required to be established by State law or other governing authority. However, the County Commission may establish other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money (like grants received from State and Federal Agencies). The County has only the general fund, special revenue funds, capital projects fund and debt service fund which are all considered to be governmental funds. There are no proprietary funds maintained by the County.

## Jefferson County, Florida Management's Discussion and Analysis

All of the County's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other *financial* assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term* view of the County's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the County's programs. We describe the relationship (or differences) between governmental *activities* (reported in the Statement of Net position and the Statement of Activities) and governmental *funds* in a reconciliation at the bottom of the fund financial statements.

### The County as Trustee

The County is the trustee, or *fiduciary*, for several sources of funds that belong to other governments, individuals or agencies. All of the County's fiduciary type activities are reported in separate statements. We exclude these activities from the County's other financial statements because the County cannot use these assets to finance its operations. The County is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

### THE COUNTY AS A WHOLE

The County's net position, increased by \$249,004 from a year ago. Our analysis is detailed below regarding Table 1, net position and Table 2, changes in net position.

	<b>Governmental Activities</b>	
	<u>9/30/2013</u>	<u>9/30/2012</u>
Cash and other assets	\$ 12,288,383	\$ 11,190,248
Capital assets - net	11,540,377	8,983,990
Total assets	<u>23,828,760</u>	<u>20,174,238</u>
Long-term debt outstanding	7,701,923	3,229,101
Other liabilities	1,371,858	2,439,162
Total liabilities	<u>9,073,781</u>	<u>5,668,263</u>
Net assets:		
Invested in capital assets, net of debt	4,912,885	6,772,866
Restricted	8,586,988	6,377,509
Unrestricted	1,255,106	1,355,600
Total net assets	<u>\$ 14,754,979</u>	<u>\$ 14,505,975</u>

Unrestricted net position, the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements, decreased by \$100,494 (or 7.4%) over the prior year. Restricted net position increased by \$2,209,479 (or 34.64%) from the prior year.

## Jefferson County, Florida Management's Discussion and Analysis

**Table 2**  
**Changes in Net Assets**

	<b>Governmental Activities</b>	
	<b><u>9/30/2013</u></b>	<b><u>9/30/2012</u></b>
<b>Revenues</b>		
Program revenues:		
Charges for services	\$ 2,077,341	\$ 1,941,433
Federal and state grants	1,913,771	3,620,981
General revenues:		
Property and other taxes	9,265,339	9,187,574
Intergovernmental revenues	-	-
Other general revenues	<u>3,696,211</u>	<u>2,371,360</u>
Total revenues	<u>16,952,662</u>	<u>17,121,348</u>
<b>Program expenses:</b>		
General government	4,325,162	3,993,570
Transportation	2,149,067	2,254,829
Public safety and judiciary	7,334,090	6,639,142
Health and sanitation	1,388,237	1,477,224
Economic development	722,689	1,662,555
Culture and recreation	690,161	646,286
Interest on long-term debt	<u>94,252</u>	<u>121,913</u>
Total program expenses	<u>16,703,658</u>	<u>16,795,519</u>
Increase (decrease) in net assets	<u>\$ 249,004</u>	<u>\$ 325,829</u>

The County's total revenue decreased by 0.99%, or \$168,686 during the year while total expenses decreased by 0.55%, or \$91,861. The county experienced a drop in the amount of grants it accepted and in charges for services. Tax revenues also dropped from the prior year.

### THE COUNTY'S FUNDS

The County's governmental funds (as presented in the balance sheet on page 6) reported a *combined* fund balance of \$10.916 million, which is an increase of \$2,165,439 over the prior year. Included in this year's total change in fund balance is an increase of \$140,282 in the County's general fund balance. The general fund had an excess of expenditures over revenues of \$151,829 and net transfers from other funds of \$119,996 resulting in the increase in fund balance noted above. In addition, these other changes in fund balances should be noted:

- The transportation trust fund incurred a deficit of expenditures over revenues of \$652,806 and net other financing sources of \$649,484 resulting in an decrease in fund balance of \$3,322.



## Jefferson County, Florida Management's Discussion and Analysis

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### General Fund Budgetary Highlights

The County Commission revised the County budget several times throughout the fiscal year. These budget amendments are required to properly reflect unanticipated revenues and unforeseen events that happen during every fiscal year.

Operating expenditures were less than appropriations primarily in the areas of the general County operations, court operations, and human services.

### CAPITAL ASSETS AND DEBT ADMINISTRATION

#### Capital Assets

The County had \$11.495 million, net of depreciation, invested in a broad range of capital assets, including land, buildings, roads, bridges, park facilities and equipment. The net increase over last year of \$2,510,885 includes capital additions of \$3,724,472, disposals of (\$406,555) and depreciation of (\$931,055). Table 3 below details the composition of these assets.

**(Net of Depreciation)**

	<b>Governmental Activities</b>	
	<b><u>9/30/2013</u></b>	<b><u>9/30/2012</u></b>
Land	\$ 1,681,922	\$ 1,681,922
Buildings & Improvements	4,757,171	4,833,438
Equipment	2,269,804	2,405,190
Infrastructure	17,938	17,938
Construction in progress	<u>2,768,040</u>	<u>45,502</u>
 Totals	 <u>\$ 11,494,875</u>	 <u>\$ 8,983,990</u>

Major additions for the year were a motor grader and other heavy equipment. Infrastructure includes all the County roads and bridges. Major deletions were disposition of equipment.

#### Debt

The County had various installment purchase obligations of \$454,492 and Revenue Bonds of \$6,173,000 outstanding at the end of the 2013 fiscal year, a increase of \$4,416,368 as shown in Table 4.

## Jefferson County, Florida Management's Discussion and Analysis

**Table 4**  
**Outstanding Debt at Year-end**

	<b>Governmental Activities</b>	
	<u>9/30/2013</u>	<u>9/30/2012</u>
Installment obligations, as restated (2011)	\$ 454,492	\$ 467,124
Revenue and gas tax bonds	<u>6,173,000</u>	<u>1,744,000</u>
Totals	<u>\$ 6,627,492</u>	<u>\$ 2,211,124</u>

Items of equipment have been bought in the current year and prior years under various installment equipment obligations bearing interest at 2.30% to 4.94% per annum. These obligations require monthly and annual installments of varying amounts through September 2018. The Revenue Bond is dated October 20, 1999 and bears interest at 4.5%. Interest and principal are payable annually each September 1<sup>st</sup> starting in 2001 through September 1, 2020. The Gas Tax Bonds are dated December 1, 2012 and bears interest at 2%. Interest and principal are payable annually each December 1 starting in 2013 through December 2029.

The Bond and the interest thereon are payable solely from and collateralized by a lien upon and a pledge of (i) the amount of the local government half-cent sales tax distributed by the State to the County, and (ii) the amount of pari-mutual tax revenues distributed to the County.

### **ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The County's elected Commissioners consider many factors when considering the fiscal year 2012 budget to include assessed values, tax rates and charges for services. One of those factors is the economy. Jefferson County is not a fast growing County compared to other metropolitan areas of the State, however, the County does continue to enjoy growth in its population and offers its citizens a relaxed form of lifestyle when compared to other, more populous surrounding areas.

### **CONTACTING THE COUNTY'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the County's finances and to show the accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Clerk of the Circuit Court, County Courthouse, Room 10, Monticello, Florida 32344.



Carr, Riggs & Ingram, LLC  
1713 Mahan Drive  
Tallahassee, FL 32308

(850) 878-8777  
(850) 878-2344 (fax)  
www.cricpa.com

## INDEPENDENT AUDITORS' MANAGEMENT LETTER

To the Honorable Marty Bishop,  
Supervisor of Elections of Jefferson County, Florida  
Monticello, Florida

We have audited the financial statements of the Jefferson County, Florida Supervisor of Elections, as of and for the fiscal year ended September 30, 2013, and have issued our report thereon dated April 29, 2014.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We have issued our Independent Auditors' Report on Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, which is dated April 29, 2014, and should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditors' reports:

- Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address significant findings and recommendations made in the preceding annual financial audit report. Corrective actions have not been taken to address significant findings and recommendations made in the preceding annual financial audit report.
- Section 10.554(1)(i)2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Jefferson County, Florida, Supervisor of Elections complied with Section 218.415, Florida Statutes.
- Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address in the management letter any findings and recommendations that improve financial management. In connection with our audit, we did not have any such recommendations.

To the Honorable Marty Bishop,  
Supervisor of Elections of Jefferson County, Florida  
Monticello, Florida

- Section 10.554(1)(i)4., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.
- Section 10.554(1)(i)5., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in the management letter, unless disclosed in the notes to the financial statements. This item was disclosed in the notes to the financial statements.

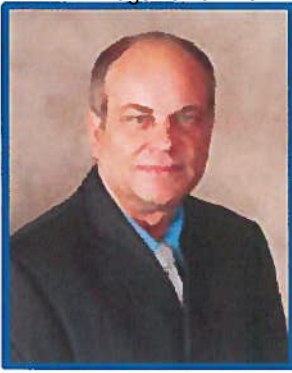
Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, and the Jefferson County, Florida Supervisor of Elections and is not intended to be and should not be used by anyone other than these specified parties.

*Carly Riggs & Ingram, L.L.C.*

April 29, 2014

## Appendix 2

### Resumes



## JAMES F. "JAY" MOSELEY

### Senior Consultant

Government Services Group, Inc.  
 1500 Mahan Drive, Suite 250  
 Tallahassee, Florida 32308

Phone 850-681-3717  
 Fax 850-224-7206  
 Cell 352-278-6118  
 Email JMoseley@govserv.com

### Specialization

Jay Moseley focuses on managing community development projects inclusive of disaster recovery, housing, infrastructure and economic development through the CDBG program.

### Certifications & Training

- HUD Certified Environmental Training
- Lead Based Paint Inspection and Risk Assessment
- Certified Hurricane and Wind Mitigation Inspection
- Certified Housing Rehabilitation Specialist
- Attended numerous training programs for State of Florida – Department of Economic Opportunity grant related programs for application and implementation
- Received special training in HUD Environmental Review Procedures and Requirements

### Professional Experience

- Worked with City of Gainesville/Alachua County SHIP program to develop home purchase guidelines for first time homebuyers
- Conducted first time homebuyer training classes regarding home inspection for Neighborhood Housing Development Corporation

## Background

James F. Moseley is a Senior Consultant for the Community Services Division at Government Services Group, Inc. (GSG). Mr. Moseley has over 19 years of experience in disaster recovery, housing rehabilitation, neighborhood stabilization, economic development, project administration and managing. Mr. Moseley began his career as a consultant; involved in grant related projects, government project administration and managing multiple projects within relevant grant related guidelines. Mr. Moseley was also the project inspector for Universal Engineering Sciences, Inc. In that role, he was responsible for inspecting major projects such as schools, hotels, conference centers, hospitals, and bridges. He inspected and reported on all aspects of the construction process including foundations, soils, concrete, structural steel, and roof systems. Along with inspections, his responsibilities included facilitation between the owners, engineers and contractors. He is currently involved in many disaster related projects throughout Florida.

## Accomplishments

- Currently managing Neighborhood Stabilization projects in Citrus and Alachua Counties.
- Currently managing Housing Rehabilitation projects in Alachua and Wakulla Counties
- Currently managing DREF project in St. Lucie County.
- Managed previous disaster projects after multiple hurricanes in 2004.
- Managed disaster recovery projects in Desoto County and Charlotte after Hurricane Charley.
- Provided construction management, inspection and Davis-Bacon Compliance monitoring in Lake Butler for the City's Commercial Revitalization CDBG project.
- Managed disaster recovery projects in Key West after Hurricane Wilma. Projects included single and multi-family projects.
- Managed multiple housing projects for Alachua County and Jefferson County, along with a disaster project in Jefferson County after Hurricane Fay.
- Currently managing SHIP programs in Jefferson, Taylor and Wakulla Counties.

# Southern Building Code Congress International, Inc.

## James F. Moseley

*having given satisfactory evidence of the necessary qualifications required by the Southern Building Code Congress International, Inc. is hereby issued this Certificate of Registration as:*

### Housing Rehabilitation Inspector

given this 11th day of May, 19 96.



1598

*Registration Number*

*Jimmy J. Ballard*  
*President*  
*D.J. [Signature]*  
*Chief Executive Officer*





[www.mysafefloridahome.com](http://www.mysafefloridahome.com)

**UF** UNIVERSITY of  
**FLORIDA**

**James Mloseley**

has successfully completed

**My Safe Florida Home**

**Wind and Hurricane Mitigation Inspector Training**

**Alex Sink**  
Chief Financial Officer  
State of Florida

**Craig R. Miller**  
My Safe Florida Home Inspector  
Training Coordinator

**April 23, 2007**  
**St. Johns County**  
**Windstorm Mitigation Center**  
3111 Agricultural Center Drive  
St. Augustine, FL 32092



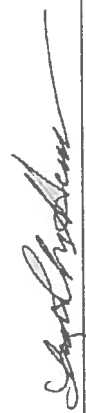


*Federal Alliance for Safe Homes – FLASH, Inc.*

This certificate certifies that

*James Moseley*

*Has attended and completed the four hour Blueprint for Safety Retrofit Course, 0005849, on this  
6<sup>th</sup> day of February, 2007*

  
\_\_\_\_\_  
*Leslie Chapman-Henderson*  
President & CEO

**CALVIN KNOWLES***Senior Consultant*

Government Services Group, Inc.  
1500 Mahan Drive, Suite 250  
Tallahassee, Florida 32308

Phone 850-681-3717  
Fax 850-224-7206  
Cell 727-224-8444  
Email CKnowles@govserv.com

### Specialization

Calvin Knowles develops and maintains corporate relationships with GSG clients and implements projects funded through various Federal and State programs, including the CDBG program.

### Certifications

- Certificate in Public Financial Management from Florida State University
- Training in IDIS, Section 108 Loan Program, CDBG management, Labor Standards, Public Housing Finance, Small Cities, Public Housing Market Conversions, Economic Development

### Professional Experience

- Manager of CDBG, American Recovery Act, and Neighborhood Stabilization programs for the City of Homestead
- CDBG Program Manager for the Sarasota Office of Housing and Community Development
- Developed and administered numerous disaster recovery programs for Monroe County and the City of Key West
- Assisted with program design and management for CDBG Disaster Recovery funding in Charlotte County and the City of Punta Gorda after Hurricane Charley
- Coordinated Hurricane Andrew recovery efforts funded through CDBG Disaster Recovery Funding
- Policy Analyst with the Florida Association of Counties (FAC) and the Executive Office of the Governor

### Background

Calvin Knowles is a Senior Consultant within the Community Services Division of Government Services Group, Inc. (GSG). Mr. Knowles has extensive experience administering Federal and State housing and community development programs through the lens of local government, both as staff and as a consultant. He designs and administers projects in consultation with elected officials, local staff, non-profit organizations and other community stakeholders. Mr. Knowles ensures compliance with federal regulations such as labor standards, financial compliance, procurement regulations, Fair Housing, environmental activities, IDIS, national objective eligibility, and other regulatory issues connected with Federal and State-funded projects. Mr. Knowles' skills and experience are enhanced by his in-depth knowledge of local government structure and the issues facing communities implementing projects through Federal and State programs. He has worked extensively with the Community Development Block Grant (CDBG) programs including competitive Small Cities allocations, entitlement programs, and disaster funding, and he has developed Consolidated Plans, Action Plans, and Annual Performance Reports. Mr. Knowles has also managed Neighborhood Stabilization Programs (NSP), American Recovery and Reinvestment Act (ARRA), HOME, Florida State Housing Initiative Partnership (SHIP), multi-family bond program competitions, and economic development activities.

### Education

Mr. Knowles has a Bachelor of Science (B.S.) in Journalism with a minor in English from University of Florida. He also holds a Master of Public Administration (M.P.A.) from Florida State University.

### Accomplishments

- Wrote and administered numerous successful Small Cities Housing Rehabilitation CDBGs including the City of Marathon, Village of Islamorada, Charlotte County, City of Homestead, and many others.
- Advised Charlotte County on eligible activities for CDBG Disaster Recovery funding. Worked closely with the County and the State to allocate and manage funds for new mixed-used developments in downtown Punta Gorda; acquired environmentally sensitive property along the Peace River, established a program for demolition of blighted housing units and constructed improvements to water and sewer facilities in Port Charlotte.
- Provided continual consulting services to the City of Key West and Monroe County to direct CDBG Disaster Recovery funds for the renovation and reconstruction of multi-family developments; repaired historically significant residential and institutional facilities in the Old Town of Key West, acquired residential properties and directed significant resources to residential wastewater projects.

## Appendix 3

### Scope of Services

**JEFFERSON COUNTY  
HOUSING REHABILITATION PROGRAM  
NOTICE TO BIDDERS**

A. NOTICE TO BIDDERS:

Sealed bids will be received until 2 p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, for the rehabilitation of \_\_\_\_\_ ( ) homes in the SHIP program.

B. General Instructions to Bidders:

1. Quotations:

- a. All prices shall include all labor, supervision, materials, equipment and services necessary to do a workman like job.
- b. Only firm bids will be accepted. Only one (1) bid may be submitted for each house.
- c. Bids prices must be itemized on the submitted bid form or the bid will be rejected.

2. Insurance: Before any bid can be accepted, a Certificate of Insurance must be attached to this bid or on file with the Housing Rehabilitation Program. The Certificate must list the Local Government, as a party to be notified ten (10) days before cancellation or expiration of the policy.

3. Legal Compliance: The bidder shall be familiar with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the bidder will in no way relieve him from responsibility for compliance with all said laws, ordinances, rules and regulations.

4. Right of Rejection: The owner, in cooperation with the Local Government, reserves the right to reject any one bid or all bids, to waive any informality in any bid, and to award the bid in the best interest of the Local Government and the Owner.

5. Pre-Bid Conference: Bidders or their representatives are **required** to attend an on-site meeting. Failure to attend the meeting will result in automatic bid rejection, unless a waiver is approved by the Local Government.

### NOTICE TO BIDDERS

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The MANDATORY conference for this job will be held:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Start Location: Jefferson County Building Department – 445 W. Palmer Mill Rd. -  
Monticello, FL

- 6. Bids Submitted: Address all bids to Jefferson County Building Department. The bids shall be enclosed in a sealed envelope bearing the markings "SHIP SEALED BIDS" and *Not to Be Opened* until \_\_\_\_\_ p.m. \_\_\_\_\_.

If hand delivering bids the address is: See Below

If mailing bids the address is:                    Jefferson County Building Department  
    445 W. Palmer Mill Road  
    Monticello, Florida 32344

- 7. No contractor or subcontractor may participate in this work if ineligible to receive federal or state funded contracts.
- 8. No contractor will be issued more than two (2) Local Government funded contracts simultaneously, unless ability to perform is proven. Three (3) contracts is the maximum for any contractor.
- 9. Federal equal opportunity, civil rights, lead base paint, Section 3 requirements, and record retention requirements are applicable to work performed on this job. Minority participation is encouraged.
- 10. Financing of the work will be provided, in whole or in part by the Housing Rehabilitation Program. The Local Government will act as agent for the owner in preparing contract documents, inspecting, and issuing payments. However, the contract will be between the owner and contractor. Bids, work performed and payments must be approved by the owner and the agent.

\_\_\_\_\_  
Housing Rehabilitation Specialist

\_\_\_\_\_  
Date

**Jefferson County Housing Rehabilitation Program**  
**Work Write-Up/Bid Form**

**Owner:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

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

All items must be cost itemized in the space provided, each page of the bid documents that require signature **must be** signed by the contractor and received before the deadline or the bid **will** be rejected.

Item #	Location	Description of Work	Price
1	Exterior		\$
2	Interior		\$
3	Windows		\$
4	Doors		\$

Homeowner Signature: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

Item #	Location	Description of Work	Price
5	Electrical		\$
6	Plumbing		\$
7	Air Conditioning		\$
8	Insulation		\$
9	Flooring		\$

Homeowner Signature: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

Item #	Location	Description of Work	Price
10	Appliances		\$
11	Roof		\$
12	Utility Room		\$
13	Kitchen		\$
14	MISC.		\$

**Total Bid Amount \$** \_\_\_\_\_

Homeowner Signature: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_



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

All work to be performed in a workmanlike manner, in accordance with the Housing Program Specifications. State/local codes, Section 8 minimum housing standards and manufacturer's specifications. The contractor shall be responsible for the repairs and/or reinstallation of materials/equipment/fixtures damaged or removed due to any work item contained herein. Contractors shall properly dispose of all fixtures, materials and other items removed from the dwelling unless otherwise specified herein.

All items must be cost itemized in the space provided, each page of the bid documents that require signature **must be** signed by the contractor and received before the deadline or the bid **will** be rejected.

Work must be completed and approved within \_\_\_\_\_ of the issuance of the Contract (Notice to Proceed). This house is to be \_\_\_\_\_ for \_\_\_\_\_. If you cannot fulfill the time requirements of the project please do not submit a bid.

I hereby certify that I am licensed by the State of Florida, Department of Business and Professional Regulation, and that I am eligible to participate in the Jefferson County Housing program.

**Contractor Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_

Homeowner Signature: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_