

**CATHERINE D ROBINSON  
MAYOR**

**JOHN ROGERS  
VICE-MAYOR**

**DR. ALVIN B JACKSON JR  
CITY MANAGER**



*Crossroads of Flagler County*

**COMMISSIONERS:**

**PETE YOUNG  
DAVID ATKINSON  
DEAN SECHRIST**

**CITY COMMISSION MEETING**

**Monday, April 27, 2026 at 7:00 PM**

2400 Commerce Pkwy  
Chambers Meeting Room,  
Bunnell, FL 32110

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- A. Call Meeting to Order and Pledge Allegiance to the Flag  
Roll Call  
Invocation for our Military Troops and National Leaders**
- B. Introductions, Commendations, Proclamations, and Presentations:**
- B.1 Proclamation: Maternal Mental Health Awareness
  - B.2 Proclamation- Florida Volunteer Week 2026
  - B.3 Proclamation: Records and Information Management Month
  - B.4 Proclamation- National Day of Prayer 2026
  - B.5 Proclamation: Municipal Clerk's Week
  - B.6 Presentation: City Capital Improvement Projects
- C. Consent Agenda:**
- C.1 April 27, 2026 Warrant
  - C.2 April 13, 2026 City Commission Minutes
  - C.3 Ratification of Administrative Closeout Report for the Hyman Drainage and Outfall Project
  - C.4 Request approval for renewal and amendment of Contract 2024 09 with Rayco DBA Ormond Septic Systems for bio solids hauling
- D. Public Comments:**  
Comments regarding items not on the Agenda. Citizens are encouraged to speak; however, comments are limited to four (4) minutes.
- E. Ordinances: (Legislative): None**
- F. Resolutions: (Legislative): None**
- G. Old Business: None**
- H. New Business:**
- H.1 Piggyback Contract Village of North Palm Beach with CAP Government for Building Official Services

H.2 Request for piggyback Longboat Key contract IFB 24091 and approval of purchase order for fire flow testing with R M Services

**I. Reports:**

**City Clerk**

**Police Chief**

**City Attorney**

**City Manager**

City Manager Report- March 2026

**Mayor and City Commissioners:**

**J. Call for Adjournment**

**This agenda is subject to change without notice. Please check website [www.bunnellcity.us](http://www.bunnellcity.us) for any changes to the agenda.**

**NOTICE:** If any person decides to appeal any decision made by the City Commission or any of its boards, with respect to any matter considered at any meeting of such boards or commission, he or she will need a record of the proceedings, and for this purpose he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based, 286.0105 Florida Statutes.

**Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the City Clerk at (386) 437-7500 at least 48 hours prior to the meeting date.**



*WHEREAS, maternal mental health is a critical public health priority that affects the emotional, physical, and economic well-being of mothers, children, families, and communities; and*

*WHEREAS, mental health conditions are among the leading causes of pregnancy-related deaths in the United States, underscoring that mental health is maternal health; and*

*WHEREAS, nearly half of mothers experiencing perinatal mental health conditions do not receive treatment, highlighting the urgent need for awareness, equitable access to care, and community-based support; and*

*WHEREAS, untreated maternal mental health conditions have significant long-term impacts on families, child development, and community health, reinforcing that maternal mental health is foundational to generational wellness; and*

*WHEREAS, Maternal Mental Health Awareness Weekend, observed in conjunction with Mother's Day Weekend, serves as both a celebration of mothers and a call to action to prioritize their mental and emotional well-being; and*

*WHEREAS, Maternal Matters Favored advances maternal wellness through education, advocacy, collaboration, and direct support, including its annual 24-Hrs of Favor Charity Broadcast and the T.H.R.I.V.E. Program, which empowers mothers to Transform, Heal, Reimagine, Identify, Value, and Evolve;*

*NOW, THEREFORE, we, the Bunnell City Commission do hereby proclaim May 9<sup>th</sup> to May 10<sup>th</sup>, 2026 as "Maternal Mental Health Awareness Weekend" in Bunnell and encourage all residents to recognize that mental health is maternal health and to support mothers in ways that allow them to T.H.R.I.V.E.*

*Adopted this 27<sup>th</sup> day of April 2026*

*Catherine D. Robinson, Mayor*

*Kristen Bates, MMC, City Clerk*



## *Proclamation*

*WHEREAS, April is Florida Volunteer Month and is recognized as the official time to recognize and celebrate the efforts of volunteers at the local, state, and national levels; and*

*WHEREAS, volunteers can connect with local community service experiences through hundreds of community service organizations including Flagler Volunteer Services; and*

*WHEREAS, volunteers can help address the most pressing challenges facing our cities, counties and our nation, from educating students for the jobs of the 21<sup>st</sup> century and supporting veterans and military families to preserving the environment and helping communities recover from natural disasters; and*

*WHEREAS, volunteering enhances the lives of volunteers, increases self-esteem and physical well-being, provides opportunities to learn new skills and abilities and offers the chance to meet new friends and associates; and*

*WHEREAS, nonprofits, charities, community and faith-based groups, schools, national service programs and volunteer centers such as Flagler Volunteer Services have joined with state and local governments to celebrate and praise volunteers who have given tirelessly and selflessly to the service of others; and*

*WHEREAS, volunteers are vital to our future as a caring and productive nation.*

*NOW, THEREFORE, we, the Bunnell City Commission do hereby recognize April 2026 as "Florida Volunteer Month" and encourage residents to recognize the positive impact of volunteer service in our City and to thank those who serve our community through their volunteer hours, and to find ways to give back to the community.*

*Adopted this 27<sup>th</sup> day of April 2026*

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*Catherine D. Robinson, Mayor*

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*Kristen Bates, MMC, City Clerk*



## City of Bunnell, Florida

### Agenda Item No. B.3.

Department: City Clerk  
Subject: Proclamation: Records and Information Management Month  
Agenda Section: Introductions, Commendations, Proclamations, and Presentations:

#### **ATTACHMENTS:**

Description

Proclamation - Records and Information Management Month.doc



*WHEREAS, Records and Information Management Month is observed annually in April to recognize the importance of effective records management and information governance in supporting transparency, accountability, and public trust in government; and*

*WHEREAS, the Office of the Clerk of the Circuit Court & Comptroller in the State of Florida serves as the official recorder and custodian of public records, including real property documents that establish ownership rights and protect the integrity of land records; and*

*WHEREAS, accurate, secure, and accessible recordkeeping is essential to preserving property rights, maintaining public confidence, and ensuring the lawful transfer and documentation of real property throughout Florida communities; and*

*WHEREAS, property fraud, including fraudulent deeds and unauthorized transfers of ownership, continues to be a growing concern nationwide, placing homeowners and property owners at risk of financial loss and legal hardship; and*

*WHEREAS, Florida Clerks of Court & Comptrollers play a vital role in protecting property owners by implementing advanced technology safeguards, and offering property fraud alert services that notify citizens when documents are recorded in their name; and*

*WHEREAS, through education, outreach, and collaboration with law enforcement and community partners, Clerks & Comptrollers help raise public awareness about property fraud prevention and empower citizens to safeguard their most valuable assets; and*

*WHEREAS, the dedicated professionals responsible for records and information management within the Clerk & Comptroller's Office demonstrate ongoing commitment to accuracy, security, preservation, and accessibility of public records in service to the citizens of Flagler County.*

*NOW, THEREFORE, we, the Bunnell City Commission do hereby recognize April 2026 as "Records and Information Management" Month and commends the Clerk & Comptroller and their staff for their essential role in protecting public records, safeguarding property ownership, and preventing property fraud.*

*Adopted this 27<sup>th</sup> day of April 2026*

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*Catherine D. Robinson, Mayor*

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*Kristen Bates, MMC, City Clerk*



*WHEREAS, Throughout history America has faced trials and triumphs, and Americans have responded in prayer seeking courage and comfort, inspiration, and joy-filled celebration; and*

*WHEREAS, From the first gatherings of our Founding Fathers, elected officials have prayed and entreated those they serve and represent to join them in prayer, including the authors of our Declaration of Independence, who wrote, “the Representatives of the united States of America, in General Congress, Assembled, appealing to the Supreme Judge of the world...” and carried on to present day in Presidential Proclamations such as last year’s invitation to “join him in asking for God’s continued guidance, mercy, and protection;” and*

*WHEREAS, A National Day of Prayer has not only been a part of our heritage since it was declared by the First Continental Congress in 1775, but it is a Public Law established in the United States Congress in 1952 approved by a Joint Resolution and amended by Congress and President Reagan with Public Law 100-307 in 1988; and*

*WHEREAS, In every state across America the observance of the National Day of Prayer will be held on Thursday, May 7, 2026, with the theme, “Glorify God Among The Nations,” based on Chronicles 16:24; and*

*WHEREAS, Unified prayer is mobilized across America every first Thursday of May on the National Day of Prayer as neighbors come together to join their hearts and voices in reading sacred Scriptures and attending services to seek God for the city and country where we live, learn, work, worship, serve, and desire all to thrive; and*

*NOW, THEREFORE, we, the Bunnell City Commission do hereby proclaim May 7, 2026 as a “National Day of Prayer” and further express our faith and the ability to exercise our religious freedom and unite our hearts and voices in prayer across America.*

*Adopted this 27<sup>th</sup> day of April 2026*

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*Catherine D. Robinson, Mayor*

*Kristen Bates, MMC, City Clerk*



*WHEREAS, the Office of the Professional Municipal Clerk is the oldest among public servants; and*

*WHEREAS, the Office of the Professional Municipal Clerk is a time honored and vital part of local government throughout the world; and*

*WHEREAS, Municipal Clerks provide the professional and vital link between citizens, the local governing body, volunteer boards and other governmental agencies; and*

*WHEREAS, Municipal Clerks pledge to be mindful of their neutrality and impartiality, rendering equal service to all they assist in their daily activities; and*

*WHEREAS, Municipal Clerks serve as the information center for the functions of local government and within the community; and*

*WHEREAS, Municipal Clerks continually strive to stay current in the legislation affecting local government and to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, county and international professional organizations; and*

*WHEREAS, It is most appropriate we recognize the accomplishments of and the variety of services provided through the Office of the Municipal Clerk,*

*NOW, THEREFORE, we, the Bunnell City Commission do hereby recognize the week of May 3 through May 9, 2026, as "Professional Municipal Clerks Week" and further extend appreciation to our City Clerk, those staff who provide administrative support to our City Clerk and to all Municipal Clerks across the nation for the vital services they perform and their dedication to the communities they serve.*

*Adopted this 27<sup>th</sup> day of April 2026*

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*Catherine D. Robinson, Mayor*

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*Kristen Bates, MMC, City Clerk*



## City of Bunnell, Florida

### Agenda Item No. B.6.

Department: City Clerk  
Subject: Presentation: City Capital Improvement Projects  
Agenda Section: Introductions, Commendations, Proclamations, and Presentations:

#### **ATTACHMENTS:**

Description  
2026 04 Capital Project Reporting

#### **Summary/Highlights:**

The City will provide updates on major projects going on in the City. If a project has reached completion, it will no longer be reported on.

Real time updates are also found on the City's website on the Capital Improvements Capital Reporting page: <https://www.bunnellcity.us/capital-projects/pages/projects>

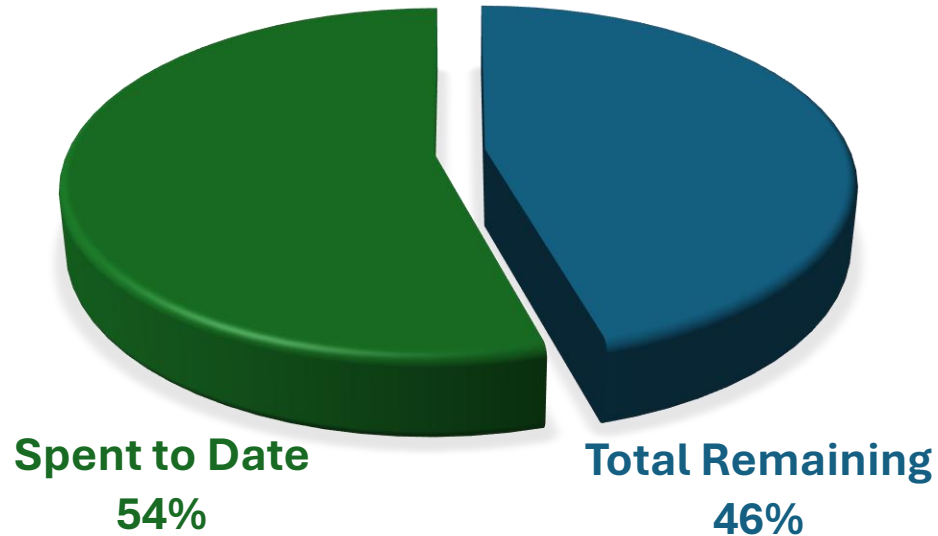
# City Capital Projects Updates

*#beinthebunnellknow*

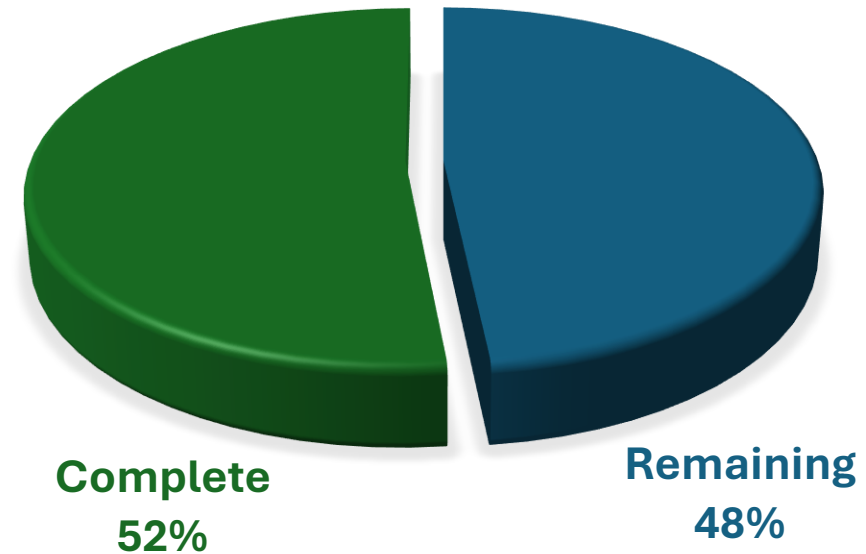
As of April 6, 2026

# Wastewater Treatment Plant Rehab/Expansion

**BUDGET**



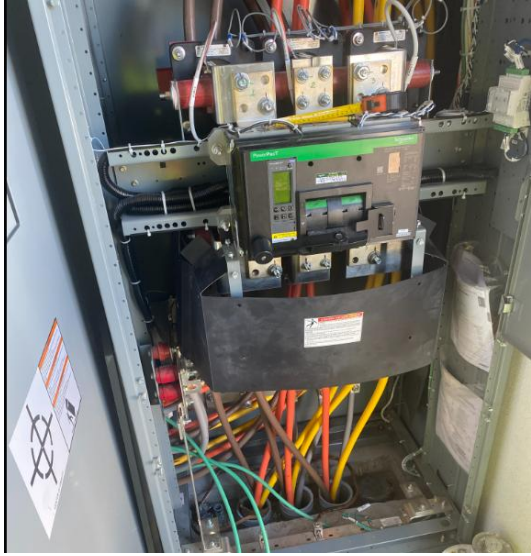
**CONSTRUCTION**



➤ **Target Completion Date: April 2027**

➤ **Owner Direct Purchases: \$2,359,296**

➤ **CMAR Contract Price: \$42,440,006**



# Design-Build Brackish Water RO

- **Primary Department:** Infrastructure/ Distribution Utility
- **Award/Budgeted Amount:** \$4,500,000
- **Funding Source:** State of Florida Department of Environmental Protection Legislative Grant
- **Amount Spent to date:** \$585,067
- **Percent Complete:** 13%
- **Milestone Completed:** FDEP reviewing construction permit; SJRWMD reviewing CUP; Offsite well piping design finalized
- **Next Milestone/Step:** FDEP Construction Permit; Logistics Plan
- **Target Completion Date:** September 2026





## City of Bunnell, Florida

### Agenda Item No. C.1.

Department: City Clerk  
Subject: April 27, 2026 Warrant  
Agenda Section: **Consent Agenda:**

#### **ATTACHMENTS:**

Description  
03 Expense Approval Register



City of Bunnell, FL

# Expense Approval Register

cket: APPKT09601 - 2026-0427 Payment process

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Vendor: Advance Stores Company, Incorporated</b>					
Advance Stores Company, In...	8483609875383	04/08/2026	Air Filter/Fuel Filter/Oil Filter	001-0541-541.4640	101.01
<b>Vendor Advance Stores Company, Incorporated Total:</b>					<b>101.01</b>
<b>Vendor: Advanced Access Solutions LLC</b>					
Advanced Access Solutions L...	4841	04/07/2026	Repair WWTP Gate	404-0535-535.4640	744.49
<b>Vendor Advanced Access Solutions LLC Total:</b>					<b>744.49</b>
<b>Vendor: Advanced Environmental Laboratories, Inc.</b>					
Advanced Environmental La...	908377	04/01/2026	BLANKET PO - WWTP LAB TE...	404-0535-535.3400	996.00
<b>Vendor Advanced Environmental Laboratories, Inc. Total:</b>					<b>996.00</b>
<b>Vendor: Alliant Engineering Inc</b>					
Alliant Engineering Inc	84790	04/08/2026	Professional Services 3/1-3/3...	001-0524-524.3400	355.00
<b>Vendor Alliant Engineering Inc Total:</b>					<b>355.00</b>
<b>Vendor: Andrew King Mobile Welding Inc.</b>					
Andrew King Mobile Welding ..	5 1/13/26	01/13/2026	3/16X1 1/4X1 1/4 Tubing	001-0515-515.4900	144.00
<b>Vendor Andrew King Mobile Welding Inc. Total:</b>					<b>144.00</b>
<b>Vendor: Bambi Johnson</b>					
Bambi Johnson	Refund 3/20/26	04/13/2026	Versie Lee Refund	001-2201000	150.00
Bambi Johnson	Refund 3/20/26	04/13/2026	Versie Lee Refund	001-3475300	-25.00
<b>Vendor Bambi Johnson Total:</b>					<b>125.00</b>
<b>Vendor: Boulevard Tire Center</b>					
Boulevard Tire Center	4-GS395473	03/20/2026	LT265/70R 18GDYR	001-0521-521.4620	228.95
Boulevard Tire Center	27-GS120471	03/31/2026	LT265/70R 18GDYR Veh 2300	001-0521-521.4620	228.95
<b>Vendor Boulevard Tire Center Total:</b>					<b>457.90</b>
<b>Vendor: Bunnell Auto Supply, Inc.</b>					
Bunnell Auto Supply, Inc.	723911	03/27/2026	HD 50 AF / Adapter/ Merco	402-0534-534.4620	266.86
Bunnell Auto Supply, Inc.	724168	04/01/2026	DEF Fule Crane Truck	404-0535-535.4620	43.98
<b>Vendor Bunnell Auto Supply, Inc. Total:</b>					<b>310.84</b>
<b>Vendor: C.A.P. Government, Inc.</b>					
C.A.P. Government, Inc.	26000073 RI 00814	03/23/2026	Professional Services 2/1-2/2...	118-0524-524.3401	3,017.50
<b>Vendor C.A.P. Government, Inc. Total:</b>					<b>3,017.50</b>
<b>Vendor: Calvin, Giordano &amp; Associates, Inc.</b>					
Calvin, Giordano & Associates..	3549125	03/31/2026	MJSP 2025-10-Bunnell Indust...	001-0524-524.3400	2,530.00
<b>Vendor Calvin, Giordano &amp; Associates, Inc. Total:</b>					<b>2,530.00</b>
<b>Vendor: Carl Eric Johnson, Inc</b>					
Carl Eric Johnson, Inc	0095452	02/04/2026	Wear Ring kit for Pump	404-0535-535.5200	643.00
<b>Vendor Carl Eric Johnson, Inc Total:</b>					<b>643.00</b>
<b>Vendor: Charter Communications Holdings, LLC</b>					
Charter Communications Hol...	126330201040126	04/01/2026	100 Utility St 4/01-4/30/26	401-0533-533.4100	390.00
Charter Communications Hol...	252250601040126	04/01/2026	2400 Commerce Pkwy 4/01-...	001-0519-519.4100	855.00
Charter Communications Hol...	168540101040726	04/07/2026	405 E Drain 4/13-5/12/26	001-0572-572.4100	150.00
<b>Vendor Charter Communications Holdings, LLC Total:</b>					<b>1,395.00</b>
<b>Vendor: Cintas Corporation NO 2</b>					
Cintas Corporation NO 2	4255946583	01/12/2026	Uniform Rental/Maint	001-0549-549.5220	35.00
Cintas Corporation NO 2	4255946625	01/12/2026	Uniform Rental/Maint	001-0572-572.5220	61.08
Cintas Corporation NO 2	4256695140	01/19/2026	Uniform Rental/Maint	001-0549-549.5220	35.00
Cintas Corporation NO 2	4257554608	01/26/2026	Uniform Rental/Maint	001-0549-549.5220	35.00
Cintas Corporation NO 2	4257554652	01/26/2026	Uniform Rental/Maint	001-0572-572.5220	61.08
Cintas Corporation NO 2	4255305321	01/05/2026	Uniform Rental/Maint	001-0572-572.5220	61.08
Cintas Corporation NO 2	4251599779	12/01/2025	Uniform Rental/Maint	001-0549-549.5220	35.00
Cintas Corporation NO 2	4253104214	12/15/2025	Uniform Rental/Maint	001-0549-549.5220	35.00

**Expense Approval Register**

**Packet: APPKT09601 - 2026-0427 Payment process**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Cintas Corporation NO 2	4254534977	12/29/2025	Uniform Rental/Maint	001-0549-549.5220	35.00
Cintas Corporation NO 2	4254535007	12/29/2025	Uniform Rental/Maint	001-0572-572.5220	61.08
Cintas Corporation NO 2	4259678600	02/16/2026	Uniform Rental/Maint	001-0549-549.5220	36.56
Cintas Corporation NO 2	4258171740	02/02/2026	Uniform Rental/Maint	001-0572-572.5220	61.08
Cintas Corporation NO 2	4260431491	02/23/2026	Uniform Rental/Maint	001-0572-572.5220	61.08
Cintas Corporation NO 2	4260431527	02/23/2026	Uniform Rental/Maint	001-0549-549.5220	36.56
Cintas Corporation NO 2	4258933854	02/09/2026	Uniform Rental/Maint	001-0549-549.5220	35.00
Cintas Corporation NO 2	4262688451	03/16/2026	UT W Uniforms	401-0533-533.5220	93.58
Cintas Corporation NO 2	4262688451	03/16/2026	UT WW Uniforms	404-0535-535.5220	7.50
Cintas Corporation NO 2	4262688650	03/16/2026	UT WW Uniforms	404-0535-535.5220	67.74
Cintas Corporation NO 2	4262688732	03/16/2026	Uniform Rental/Maint	001-0549-549.5220	36.56
Cintas Corporation NO 2	4262688746	03/16/2026	Uniform Rental/Maint	001-0572-572.5220	61.08
Cintas Corporation NO 2	4261206506	03/02/2026	Uniform Rental/Maint	001-0549-549.5220	36.56
Cintas Corporation NO 2	4261206516	03/02/2026	Uniform Rental/Maint	001-0572-572.5220	61.08
Cintas Corporation NO 2	4263444110	03/23/2026	UT W Uniforms	401-0533-533.5220	93.58
Cintas Corporation NO 2	4263444110	03/23/2026	UT WW Uniforms	404-0535-535.5220	7.50
Cintas Corporation NO 2	4263444312	03/23/2026	UT WW Uniforms	404-0535-535.5220	54.28
Cintas Corporation NO 2	4263444344	03/23/2026	Uniform Rental/Maint	001-0549-549.5220	36.56
Cintas Corporation NO 2	4263444382	03/23/2026	Uniform Rental/Maint	001-0572-572.5220	61.08
Cintas Corporation NO 2	4264193549	03/30/2026	UT W Uniforms	401-0533-533.5220	93.58
Cintas Corporation NO 2	4264193549	03/30/2026	UT WW Uniforms	404-0535-535.5220	7.50
Cintas Corporation NO 2	4264193779	03/30/2026	Uniform Rental/Maint	001-0549-549.5220	36.56
Cintas Corporation NO 2	4264193840	03/30/2026	UT WW Uniforms	404-0535-535.5220	54.28
Cintas Corporation NO 2	4264194003	03/30/2026	Uniform Rental/Maint	402-0534-534.5220	55.55
Cintas Corporation NO 2	4261924154	03/09/2026	Uniform Rental/Maint	001-0549-549.5220	36.56
Cintas Corporation NO 2	4261924213	03/09/2026	Uniform Rental/Maint	001-0572-572.5220	61.08
Cintas Corporation NO 2	4264975030	04/06/2026	Uniform Rental/Maint	001-0549-549.5220	36.56
Cintas Corporation NO 2	4264975067	04/06/2026	Uniform Rental/Maint	001-0572-572.5220	61.08
Cintas Corporation NO 2	4264975105	04/06/2026	Uniform Rental/Maint	402-0534-534.5220	55.55
<b>Vendor Cintas Corporation NO 2 Total:</b>					<b>1,800.00</b>

**Vendor: City of Bunnell - WS O&M**

City of Bunnell - WS O&M	INV0015584	03/31/2026	01-0040-01 March 2026	001-0572-572.4300	759.96
City of Bunnell - WS O&M	INV0015585	03/31/2026	01-5270-01 March 2026	401-0533-533.4300	182.76
City of Bunnell - WS O&M	INV0015586	03/31/2026	01-5271-01 March 2026	001-0519-519.4300	1,049.00
City of Bunnell - WS O&M	INV0015587	03/31/2026	02-2503-00 March 2026	404-0535-535.4300	89.92
City of Bunnell - WS O&M	INV0015588	03/31/2026	02-2505-00 March 2026	404-0535-535.4300	90.24
City of Bunnell - WS O&M	INV0015589	03/31/2026	02-3191-00 March 2026	001-0541-541.4300	89.92
City of Bunnell - WS O&M	INV0015590	03/31/2026	03-0161-00 March 2026	404-0535-535.4300	89.98
City of Bunnell - WS O&M	INV0015591	03/31/2026	03-0320-01 March 2026	001-0572-572.4300	484.38
City of Bunnell - WS O&M	INV0015592	03/31/2026	03-0370-01 March 2026	001-0572-572.4300	391.24
City of Bunnell - WS O&M	INV0015593	03/31/2026	03-0545-00 March 2026	404-0535-535.4300	90.05
City of Bunnell - WS O&M	INV0015594	03/31/2026	03-1541-00 March 2026	404-0535-535.4300	89.92
City of Bunnell - WS O&M	INV0015595	03/31/2026	03-4991-00 March 2026	001-0541-541.4300	89.92
City of Bunnell - WS O&M	INV0015597	03/31/2026	03-5151-00 March 2026	001-0541-541.4300	89.92
City of Bunnell - WS O&M	INV0015598	03/31/2026	03-5191-00 March 2026	001-0572-572.4300	89.92
City of Bunnell - WS O&M	INV0015599	03/31/2026	03-5240-01 March 2026	404-0535-535.4300	426.58
City of Bunnell - WS O&M	INV0015600	03/31/2026	03-5260-01 March 2026	001-0541-541.4300	648.93
City of Bunnell - WS O&M	INV0015601	03/31/2026	04-0085-00 March 2026	404-0535-535.4300	89.92
City of Bunnell - WS O&M	INV0015602	03/31/2026	04-0170-02 March 2026	404-0535-535.4300	89.92
City of Bunnell - WS O&M	INV0015603	03/31/2026	04-1140-01 March 2026	001-0572-572.4300	294.48
City of Bunnell - WS O&M	INV0015604	03/31/2026	04-2181-00 March 2026	404-0535-535.4300	89.92
City of Bunnell - WS O&M	INV0015605	03/31/2026	04-3031-00 March 2026	001-0541-541.4300	89.92
City of Bunnell - WS O&M	INV0015606	03/31/2026	04-3032-00 March 2026	404-0535-535.4300	89.94
City of Bunnell - WS O&M	INV0015607	03/31/2026	04-3360-01 March 2026	404-0535-535.4300	89.92
City of Bunnell - WS O&M	INV0015608	03/31/2026	06-0147-01 March 2026	404-0535-535.4300	146.48
City of Bunnell - WS O&M	INV0015609	03/31/2026	06-0327-01 March 2026	404-0535-535.4300	89.92
<b>Vendor City of Bunnell - WS O&amp;M Total:</b>					<b>5,823.06</b>

**Vendor: Coastal Data US Corp**

Coastal Data US Corp	37	03/27/2026	Pre-Employment Boykin	401-0533-533.4900	22.50
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## Expense Approval Register

Packet: APPKT09601 - 2026-0427 Payment process

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Coastal Data US Corp	37	03/27/2026	Pre-Employment Boykin	404-0535-535.4900	22.50
<b>Vendor Coastal Data US Corp Total:</b>					<b>45.00</b>

**Vendor: CPH, LLC**

CPH, LLC	175859	03/27/2026	Task 1.5 Review RFI's, Field O...	404-0535-535.6200	9,000.00
CPH, LLC	175859	03/27/2026	Task 1.4 Review Submittals a...	404-0535-535.6200	15,100.00
CPH, LLC	175859	03/27/2026	Task 1.2 General Project Adm...	404-0535-535.6200	16,000.00
CPH, LLC	175859	03/27/2026	Task 1.6 Review Payment Ap...	404-0535-535.6200	5,784.75
CPH, LLC	175859	03/27/2026	Task 1.13 Electrical Constr A...	404-0535-535.6200	7,145.98
CPH, LLC	175859	03/27/2026	Task 1.3 Progress Meeting At...	404-0535-535.6200	6,214.00
CPH, LLC	175859	03/27/2026	Task 1.8 Observe Constr & D...	404-0535-535.6200	31,500.00
CPH, LLC	175859	03/27/2026	Task 1.7 SRF & Grant Project...	404-0535-535.6200	1,400.00
<b>Vendor CPH, LLC Total:</b>					<b>92,144.73</b>

**Vendor: DG Hardware, Inc.**

DG Hardware, Inc.	125185	03/30/2026	Quickrete Hydrant Replacem...	401-0533-533.4600	45.18
DG Hardware, Inc.	125185	03/30/2026	Quickrete Hydrant Replacem...	401-0533-533.5205	33.96
DG Hardware, Inc.	125194	03/31/2026	Spanner Wrench	001-0549-549.5265	13.76
DG Hardware, Inc.	125242	04/07/2026	Repair drying bed hoes leak	404-0535-535.5200	11.67
<b>Vendor DG Hardware, Inc. Total:</b>					<b>104.57</b>

**Vendor: Enterprise FM Trust - Enterprise Fleet Management Customer Billing**

Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	PD Lease	001-0521-521.4400	14,822.93
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	PD Maint Repair	001-0521-521.4620	183.98
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Community Dev Lease	001-0524-524.4400	195.94
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Community Dev Maint Repair	001-0524-524.4620	32.07
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Public Works Lease	001-0541-541.4400	1,675.95
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Public Works Maint Repair	001-0541-541.4620	189.52
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Fleet Lease	001-0549-549.4400	3,153.63
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Fleet Maint Repair	001-0549-549.4620	65.87
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Parks & Rec Lease	001-0572-572.4400	1,185.11
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Parks & Rec Maint Repair	001-0572-572.4620	192.01
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Building Dept Lease	118-0524-524.4400	195.94
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Building Dept Maint Repair	118-0524-524.4620	32.07
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Water Lease	401-0533-533.4400	350.90
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Water Split Lease	401-0533-533.4400	1,299.47
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Water Split Maint Repair	401-0533-533.4620	163.28
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Water Maint Repair	401-0533-533.4620	100.25
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Solid Waste Lease	402-0534-534.4400	916.95
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Solid Waste Maint Repair	402-0534-534.4620	86.74
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Water Split Lease	404-0535-535.4400	1,299.47
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Waste Water Lease	404-0535-535.4400	434.84
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Waste Water Repair/Maint	404-0535-535.4620	90.03
Enterprise FM Trust - Enterpr...	FBN5610581	04/03/2026	Water Split Maint Repair	404-0535-535.4620	163.28
<b>Vendor Enterprise FM Trust - Enterprise Fleet Management Customer Billing Total:</b>					<b>26,830.23</b>

**Vendor: Flagler County Board of County Commissioners**

Flagler County Board of Coun...	INV0015663	04/16/2026	Impact Fees Jan-March 2026	001-2081200	3,537.97
Flagler County Board of Coun...	INV0015663	04/16/2026	Impact Fees Jan-March 2026	001-2081300	44,133.49
Flagler County Board of Coun...	INV0015663	04/16/2026	Impact Fees Jan-March 2026	001-2081400	13,381.44
Flagler County Board of Coun...	INV0015663	04/16/2026	Impact Fees Jan-March 2026	001-2081500	19,849.44
Flagler County Board of Coun...	12237	04/02/2026	Fuel Reimbursement March ...	001-0521-521.5210	17.15
<b>Vendor Flagler County Board of County Commissioners Total:</b>					<b>80,919.49</b>

**Vendor: Flagler County Clerk of Courts**

Flagler County Clerk of Courts	4914202604	04/02/2026	Ord 2026-04 Annexation	001-0512-512.3300	52.50
<b>Vendor Flagler County Clerk of Courts Total:</b>					<b>52.50</b>

**Vendor: FLAGLER COUNTY SCHOOL BOARD**

FLAGLER COUNTY SCHOOL B...	INV0015664	04/16/2026	Impact Fees Jan-March 2026	001-2081100	81,564.45
<b>Vendor FLAGLER COUNTY SCHOOL BOARD Total:</b>					<b>81,564.45</b>

**Vendor: Flagler Inspections LLC**

Flagler Inspections LLC	0222D	04/01/2026	Services Through 3/17-3/31/...	118-0524-524.3401	1,675.00
<b>Vendor Flagler Inspections LLC Total:</b>					<b>1,675.00</b>

## Expense Approval Register

Packet: APPKT09601 - 2026-0427 Payment process

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Vendor: Florida Bullet, Inc.</b>					
Florida Bullet, Inc.	30732	04/07/2026	Speer Bonded Duty 9MM	001-0521-521.5200	929.80
<b>Vendor Florida Bullet, Inc. Total:</b>					<b>929.80</b>
<b>Vendor: Florida Health Care Plans, Inc.</b>					
Florida Health Care Plans, Inc.	348674	05/01/2026	T-66 May 2026 Group NO 00...	001-2184000	46,358.79
Florida Health Care Plans, Inc.	348675	05/01/2026	T-23 May 2026 Group NO 00...	001-2184500	2,037.14
Florida Health Care Plans, Inc.	348676	05/01/2026	T-23 May 2026 Group NO 00...	001-2184000	4,137.26
<b>Vendor Florida Health Care Plans, Inc. Total:</b>					<b>52,533.19</b>
<b>Vendor: Florida Natural Gas</b>					
Florida Natural Gas	1447756ES	04/08/2026	Service Charges March 2026	001-0519-519.4300	52.88
<b>Vendor Florida Natural Gas Total:</b>					<b>52.88</b>
<b>Vendor: Florida Police Chiefs Association</b>					
Florida Police Chiefs Associat...	2026-033	04/09/2026	FPCA Conference Banquet	001-0521-521.5200	1,000.00
<b>Vendor Florida Police Chiefs Association Total:</b>					<b>1,000.00</b>
<b>Vendor: GRAINGER PARTS</b>					
GRAINGER PARTS	9840451653	03/12/2026	Extreme pressure grease	404-0535-535.5200	60.00
<b>Vendor GRAINGER PARTS Total:</b>					<b>60.00</b>
<b>Vendor: Hawkins Inc</b>					
Hawkins Inc	7379631	04/02/2026	WTP CHEMICALS	401-0533-533.5205	3,391.00
Hawkins Inc	7379635	04/02/2026	WWTP CHEMICALS	404-0535-535.5200	1,058.75
<b>Vendor Hawkins Inc Total:</b>					<b>4,449.75</b>
<b>Vendor: InfoSend, Inc.</b>					
InfoSend, Inc.	306937	03/31/2026	3/24 Late Notices Postage	401-0533-533.4200	69.78
InfoSend, Inc.	306937	03/31/2026	3/24 Late Notices Printing & ...	401-0533-533.4700	22.49
InfoSend, Inc.	306937	03/31/2026	3/24 Late Notices Postage	402-0534-534.4200	69.77
InfoSend, Inc.	306937	03/31/2026	3/24 Late Notices Printing & ...	402-0534-534.4700	22.49
InfoSend, Inc.	306937	03/31/2026	3/24 Late Notices Postage	404-0535-535.4200	69.78
InfoSend, Inc.	306937	03/31/2026	3/24 Late Notices Printing & ...	404-0535-535.4700	22.49
<b>Vendor InfoSend, Inc. Total:</b>					<b>276.80</b>
<b>Vendor: Insight Direct USA, Inc</b>					
Insight Direct USA, Inc	1101370867	03/18/2026	Absolute Secure Edge Subscr...	001-0521-521.5230	3,037.25
<b>Vendor Insight Direct USA, Inc Total:</b>					<b>3,037.25</b>
<b>Vendor: International Association for Property &amp; Evidence, Inc.</b>					
International Association for ...	LI1267289	03/31/2026	IAPE Annual Membership D'a...	001-0521-521.5400	65.00
International Association for ...	LI1267487	04/06/2026	IAPE Management Class D'ar...	001-0521-521.5500	360.00
<b>Vendor International Association for Property &amp; Evidence, Inc. Total:</b>					<b>425.00</b>
<b>Vendor: John A. Pascucci</b>					
John A. Pascucci	INV0015666	04/08/2026	Code Boad Hearing 4/08/26	001-0524-524.3102	375.00
<b>Vendor John A. Pascucci Total:</b>					<b>375.00</b>
<b>Vendor: Lawson Products Inc</b>					
Lawson Products Inc	9313336341	03/26/2026	Universal Absorbent Pad	001-0549-549.5200	79.93
<b>Vendor Lawson Products Inc Total:</b>					<b>79.93</b>
<b>Vendor: Lexis Nexis c/o Matthew Bender &amp; Co, Inc.</b>					
Lexis Nexis c/o Matthew Ben...	INV0015650	04/06/2026	66311-06884 3/6-4/6/26 200...	001-0541-541.4300	51.13
<b>Vendor Lexis Nexis c/o Matthew Bender &amp; Co, Inc. Total:</b>					<b>51.13</b>
<b>Vendor: Lowe's Companies, Inc</b>					
Lowe's Companies, Inc	88262	01/27/2026	Locks for Meter reader duties	401-0533-533.5205	286.25
Lowe's Companies, Inc	88262	01/27/2026	Locks for Meter reader duties	404-0535-535.5200	286.25
<b>Vendor Lowe's Companies, Inc Total:</b>					<b>572.50</b>
<b>Vendor: Lynch Oil Company</b>					
Lynch Oil Company	17178642	04/03/2026	Fuel for WWTP	404-0535-535.5210	1,619.38
Lynch Oil Company	17178643	04/03/2026	Fuel for WTP	401-0533-533.5210	1,618.83
<b>Vendor Lynch Oil Company Total:</b>					<b>3,238.21</b>

Expense Approval Register

Packet: APPKT09601 - 2026-0427 Payment process

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Vendor: Matthews Design Group LLC</b>					
Matthews Design Group LLC	195028	04/10/2026	Palm Terrace Mobile Home P...	001-0524-524.3400	747.50
<b>Vendor Matthews Design Group LLC Total:</b>					<b>747.50</b>
<b>Vendor: Maudlin International Trucks</b>					
Maudlin International Trucks	X20503300401	03/26/2026	205X/29551499 Truck 927	402-0534-534.4620	964.11
<b>Vendor Maudlin International Trucks Total:</b>					<b>964.11</b>
<b>Vendor: MES Service Company, LLC</b>					
MES Service Company, LLC	IN2476459	03/31/2026	Name bar	001-0521-521.5220	18.69
<b>Vendor MES Service Company, LLC Total:</b>					<b>18.69</b>
<b>Vendor: Nathan Randolph</b>					
Nathan Randolph	INV0015668	04/08/2026	Boot Reimbursement 2026	401-0533-533.5220	149.99
<b>Vendor Nathan Randolph Total:</b>					<b>149.99</b>
<b>Vendor: NextEra Energy Inc</b>					
NextEra Energy Inc	INV0015614	03/31/2026	06115-08987 2/28-3/31/26 ...	404-0535-535.4300	38.67
NextEra Energy Inc	INV0015620	03/31/2026	16455-03937 2/28-3/31/26 ...	001-0541-541.4300	402.19
NextEra Energy Inc	INV0015621	03/31/2026	16525-04919 2/28-3/31/26 ...	404-0535-535.4300	8,595.76
NextEra Energy Inc	INV0015622	03/31/2026	16885-09957 2/28-3/31/26 ...	404-0535-535.4300	39.48
NextEra Energy Inc	INV0015627	03/31/2026	27076-01973 2/28-3/31/26 ...	404-0535-535.4300	34.96
NextEra Energy Inc	INV0015628	03/31/2026	27516-03917 2/28-3/31/26 ...	404-0535-535.4300	118.36
NextEra Energy Inc	INV0015639	03/31/2026	50935-93118 2/28-3/31/26 ...	001-0519-519.4300	74.43
NextEra Energy Inc	INV0015640	03/31/2026	51926-14112 2/28-3/31/26 ...	001-0519-519.4300	133.81
NextEra Energy Inc	INV0015641	03/31/2026	56661-53118 2/28-3/31/26 ...	001-0519-519.4300	144.27
NextEra Energy Inc	INV0015632	04/01/2026	37390-07957 3/3-4/1/26 ST-...	001-0541-541.4300	7,715.96
NextEra Energy Inc	INV0015633	04/01/2026	37400-05982 3/3-4/1/26 Traf..	001-0541-541.4300	250.07
NextEra Energy Inc	INV0015637	04/01/2026	48622-23445 3/3-4/1/26 ST-...	001-0541-541.4300	182.04
NextEra Energy Inc	INV0015644	04/19/2026	56811-06810 3/6-4/6/26 208...	001-0541-541.4300	135.87
NextEra Energy Inc	INV0015636	04/02/2026	47533-10046 3/4-4/2/26 1 L...	404-0535-535.4300	85.44
NextEra Energy Inc	INV0015616	04/03/2026	09445-94365 3/5-4/3/26 29...	404-0535-535.4300	33.78
NextEra Energy Inc	INV0015662	04/03/2026	98950-01155 3/5-4/3/26 24...	001-0519-519.4300	4,105.74
NextEra Energy Inc	INV0015610	04/06/2026	01235-95431 3/6-4/6/26 601...	001-0521-521.4300	13.82
NextEra Energy Inc	INV0015611	04/06/2026	01408-42220 3/6-4/6/26 237...	404-0535-535.4300	70.43
NextEra Energy Inc	INV0015612	04/06/2026	04369-52212 3/6-4/6/26 313...	404-0535-535.4300	35.09
NextEra Energy Inc	INV0015613	04/06/2026	05365-06116 3/6-4/6/26 612...	404-0535-535.4300	35.71
NextEra Energy Inc	INV0015615	04/06/2026	08857-07703 3/6-4/6/26 100...	401-0533-533.4300	4,184.38
NextEra Energy Inc	INV0015617	04/06/2026	10518-49402 3/6-4/6/26 100...	001-0541-541.4300	83.83
NextEra Energy Inc	INV0015618	04/06/2026	14322-90094 3/6-4/6/26 202 ..	001-0572-572.4300	40.32
NextEra Energy Inc	INV0015619	04/06/2026	16239-97200 3/6-4/6/26 800...	001-0541-541.4300	39.61
NextEra Energy Inc	INV0015623	04/06/2026	19639-02331 3/6-4/6/26 411...	001-0521-521.4300	13.82
NextEra Energy Inc	INV0015624	04/06/2026	24515-76322 3/6-4/6/26 300...	001-0572-572.4300	279.58
NextEra Energy Inc	INV0015625	04/06/2026	25840-57588 3/6-4/6/26 22...	001-0541-541.4300	32.65
NextEra Energy Inc	INV0015626	04/06/2026	26391-00821 3/6-4/6/26 10...	404-0535-535.4300	37.12
NextEra Energy Inc	INV0015629	04/06/2026	28635-95142 3/6-4/6/26 400...	001-0572-572.4300	133.95
NextEra Energy Inc	INV0015630	04/06/2026	29732-82177 3/6-4/6/26 201...	001-0521-521.4300	13.82
NextEra Energy Inc	INV0015631	04/06/2026	34080-03816 3/6-4/6/26 410...	404-0535-535.4300	82.15
NextEra Energy Inc	INV0015634	04/06/2026	38244-16469 3/6-4/6/26 301...	404-0535-535.4300	194.43
NextEra Energy Inc	INV0015635	04/06/2026	46834-52215 3/6-4/6/26 207...	001-0521-521.4300	35.41
NextEra Energy Inc	INV0015638	04/06/2026	48784-38110 3/6-4/6/26 210...	001-0521-521.4300	35.76
NextEra Energy Inc	INV0015645	04/06/2026	56821-04848 3/6-4/6/26 202...	001-0541-541.4300	28.52
NextEra Energy Inc	INV0015646	04/06/2026	56831-02874 3/6-4/6/26 200...	001-0541-541.4300	85.57
NextEra Energy Inc	INV0015647	04/06/2026	59268-64496 3/6-4/6/26 100...	401-0533-533.4300	100.03
NextEra Energy Inc	INV0015648	04/06/2026	60520-97182 3/6-4/6/26 205...	001-0521-521.4300	13.82
NextEra Energy Inc	INV0015649	04/06/2026	66101-01831 3/6-4/6/26 200...	001-0572-572.4300	65.06
NextEra Energy Inc	INV0015651	04/06/2026	67305-62219 3/6-4/6/26 410...	001-0521-521.4300	34.81
NextEra Energy Inc	INV0015652	04/06/2026	67468-67586 3/6-4/6/26 25...	001-0541-541.4300	32.65
NextEra Energy Inc	INV0015653	04/06/2026	68117-21478 3/6-4/6/26 400...	001-0521-521.4300	13.82
NextEra Energy Inc	INV0015654	04/06/2026	68886-29323 3/6-4/6/26 847...	404-0535-535.4300	38.23
NextEra Energy Inc	INV0015655	04/06/2026	69938-28117 3/6-4/6/26 90 E..	001-0521-521.4300	35.76
NextEra Energy Inc	INV0015656	04/06/2026	76171-09884 3/6-4/6/26 17...	404-0535-535.4300	105.28
NextEra Energy Inc	INV0015657	04/06/2026	79034-46115 3/6-4/6/26 410...	001-0521-521.4300	13.82

## Expense Approval Register

Packet: APPKT09601 - 2026-0427 Payment process

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NextEra Energy Inc	INV0015658	04/06/2026	82864-01883 3/6-4/6/26 22...	404-0535-535.4300	41.70
NextEra Energy Inc	INV0015659	04/06/2026	90810-48119 3/6-4/6/26 302...	404-0535-535.4300	34.86
NextEra Energy Inc	INV0015660	04/06/2026	93326-99348 3/6-4/6/26 312...	001-0521-521.4300	13.82
NextEra Energy Inc	INV0015661	04/06/2026	95527-02467 3/6-4/6/06 13...	404-0535-535.4300	36.34
NextEra Energy Inc	INV0015667	04/06/2026	66311-06884 3/6-4/6/26 200...	001-0541-541.4300	51.13
				<b>Vendor NextEra Energy Inc</b>	<b>Total: 28,197.93</b>
<b>Vendor: Nicholson A/C &amp; Heating, Inc.</b>					
Nicholson A/C & Heating, Inc.	89343	04/01/2026	Ice Machine Rental April 2026	001-0541-541.4400	43.75
Nicholson A/C & Heating, Inc.	89343	04/01/2026	Ice Machine Rental April 2026	001-0549-549.4400	43.75
Nicholson A/C & Heating, Inc.	89343	04/01/2026	Ice Machine Rental April 2026	001-0572-572.4400	43.75
Nicholson A/C & Heating, Inc.	89343	04/01/2026	Ice Machine Rental April 2026	402-0534-534.4400	43.75
				<b>Vendor Nicholson A/C &amp; Heating, Inc. Total:</b>	<b>175.00</b>
<b>Vendor: North America Fire Equipment Co Inc</b>					
North America Fire Equipme...	1407689	03/25/2026	Rev Tac Pants	001-0521-521.5220	189.06
				<b>Vendor North America Fire Equipment Co Inc Total:</b>	<b>189.06</b>
<b>Vendor: Pace Analytical Services, LLC</b>					
Pace Analytical Services, LLC	2635719786	03/31/2026	WTP LAB TESTING	401-0533-533.3401	820.04
				<b>Vendor Pace Analytical Services, LLC Total:</b>	<b>820.04</b>
<b>Vendor: PC Construction Company</b>					
PC Construction Company	PAY APP 19 WSD-2302	04/10/2026	CO#1	404-0535-535.6200	2,076,609.28
PC Construction Company	PAY APP 19 WSD-2302	04/10/2026	Retainage	404-2050000	-103,830.45
PC Construction Company	PAY APP 14 WSD-2401	04/20/2026	Phase 1 BW Reverse Osmosis...	401-0533-533.6300	9,485.58
PC Construction Company	PAY APP 1 WSD-2401	04/09/2026	Phase 1 BW Reverse Osmosis...	401-0533-533.6300	118,800.00
PC Construction Company	PAY APP 1 WSD-2401	04/09/2026	Retainage	401-2050000	-5,940.00
				<b>Vendor PC Construction Company Total:</b>	<b>2,095,124.41</b>
<b>Vendor: Pitney Bowes Global Financial Services LLC</b>					
Pitney Bowes Global Financia..	3107809890	03/30/2026	Postage Meter 1/30-4/29/26	001-0512-512.4400	68.15
Pitney Bowes Global Financia..	3107809890	03/30/2026	Postage Meter 1/30-4/29/26	001-0513-513.4400	68.15
Pitney Bowes Global Financia..	3107809890	03/30/2026	Postage Meter 1/30-4/29/26	001-0521-521.4400	68.15
Pitney Bowes Global Financia..	3107809890	03/30/2026	Postage Meter 1/30-4/29/26	001-0524-524.4400	68.15
Pitney Bowes Global Financia..	3107809890	03/30/2026	Postage Meter 1/30-4/29/26	001-0541-541.4400	68.15
Pitney Bowes Global Financia..	3107809890	03/30/2026	Postage Meter 1/30-4/29/26	001-0572-572.4400	68.15
Pitney Bowes Global Financia..	3107809890	03/30/2026	Postage Meter 1/30-4/29/26	001-0533-533.4400	68.15
Pitney Bowes Global Financia..	3107809890	03/30/2026	Postage Meter 1/30-4/29/26	402-0534-534.4400	68.15
Pitney Bowes Global Financia..	3107809890	03/30/2026	Postage Meter 1/30-4/29/26	404-0535-535.4400	68.15
				<b>Vendor Pitney Bowes Global Financial Services LLC</b>	<b>Total: 613.35</b>
<b>Vendor: Preferred Governmental Insurance Trust</b>					
Preferred Governmental Insu...	COM#70224-8-05/2026	05/01/2026	Agreement #WC FL1 0182002..	001-2182000	7,528.00
				<b>Vendor Preferred Governmental Insurance Trust Total:</b>	<b>7,528.00</b>
<b>Vendor: ProFirst Training and Consulting, LLC</b>					
ProFirst Training and Consult...	467	04/09/2026	Background Priester	001-0521-521.4900	1,100.00
				<b>Vendor ProFirst Training and Consulting, LLC Total:</b>	<b>1,100.00</b>
<b>Vendor: Rayco Funding &amp; Development, Inc</b>					
Rayco Funding & Developme...	28585	03/30/2026	Liquid Sludge Hauling	404-0535-535.3400	1,875.00
Rayco Funding & Developme...	28595	04/06/2026	Liquid Sludge Hauling	404-0535-535.3400	1,875.00
				<b>Vendor Rayco Funding &amp; Development, Inc</b>	<b>Total: 3,750.00</b>
<b>Vendor: Retta Maddox</b>					
Retta Maddox	Refund 3/27/26	03/27/2026	Versie Lee Refund	001-2201000	150.00
Retta Maddox	Refund 3/27/26	03/27/2026	Versie Lee Refund	001-3475300	-25.00
				<b>Vendor Retta Maddox Total:</b>	<b>125.00</b>
<b>Vendor: Robert Cogger</b>					
Robert Cogger	Refund 3/28/2026	03/28/2026	Versie Lee Refund	001-2201000	150.00
Robert Cogger	Refund 3/28/2026	03/28/2026	Versie Lee Refund	001-3475300	-25.00
				<b>Vendor Robert Cogger Total:</b>	<b>125.00</b>

## Expense Approval Register

Packet: APPKT09601 - 2026-0427 Payment process

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Vendor: Rush Truck Centers of Florida Inc</b>					
Rush Truck Centers of Florida...	3045751496	04/13/2026	Truck Rental 4/15-5/14/26	402-0534-534.4400	9,900.00
<b>Vendor Rush Truck Centers of Florida Inc Total:</b>					<b>9,900.00</b>
<b>Vendor: Safebuilt</b>					
Safebuilt	3550265	03/31/2026	425 Elm Special Exception	001-0524-524.3400	2,627.00
Safebuilt	3618758	03/31/2026	Sizemore Building Expansion ...	001-0524-524.3400	1,523.75
<b>Vendor Safebuilt Total:</b>					<b>4,150.75</b>
<b>Vendor: Shane Groth</b>					
Shane Groth	INV0015669	04/01/2026	Reimbursement FBI National...	001-0521-521.5500	900.00
<b>Vendor Shane Groth Total:</b>					<b>900.00</b>
<b>Vendor: Specialtees Sportsware, LLC</b>					
Specialtees Sportsware, LLC	3988	03/23/2026	Gray Navy Shirts	001-0521-521.5220	1,046.00
Specialtees Sportsware, LLC	3989	03/23/2026	Autisum Navy Shirts	001-0521-521.5220	1,012.00
<b>Vendor Specialtees Sportsware, LLC Total:</b>					<b>2,058.00</b>
<b>Vendor: Staples, Inc</b>					
Staples, Inc	6059413889	03/26/2026	Copy Paper	001-0521-521.5100	53.99
<b>Vendor Staples, Inc Total:</b>					<b>53.99</b>
<b>Vendor: Sunshine State One Call of Florida, Inc</b>					
Sunshine State One Call of FL...	PS-INV1058888	03/31/2026	Monthly Assessment Billing L...	401-0533-533.3401	42.04
Sunshine State One Call of FL...	PS-INV1058888	03/31/2026	Monthly Assessment Billing L...	404-0535-535.3400	42.04
<b>Vendor Sunshine State One Call of Florida, Inc Total:</b>					<b>84.08</b>
<b>Vendor: Supreme Supply Co.,Inc.</b>					
Supreme Supply Co.,Inc.	55173	03/23/2026	WTP Filter 1 media rehab	401-0533-533.4640	4,973.40
<b>Vendor Supreme Supply Co.,Inc. Total:</b>					<b>4,973.40</b>
<b>Vendor: Takesha Johnson</b>					
Takesha Johnson	Refund 3/21/2026	03/21/2026	Versie Lee Refund	001-2201000	150.00
Takesha Johnson	Refund 3/21/2026	03/21/2026	Versie Lee Refund	001-3475300	-25.00
<b>Vendor Takesha Johnson Total:</b>					<b>125.00</b>
<b>Vendor: Teco Peoples Gas</b>					
Teco Peoples Gas	625458702870	04/07/2026	Service Period 2/28-3/30/26	001-0519-519.4300	154.88
<b>Vendor Teco Peoples Gas Total:</b>					<b>154.88</b>
<b>Vendor: UniFirst Corporation</b>					
UniFirst Corporation	3231151616	02/11/2026	3X5V Bunnell PD	001-0521-521.3400	15.80
UniFirst Corporation	3231152843	02/18/2026	3X5V Bunnell PD	001-0521-521.3400	15.80
UniFirst Corporation	3231153925	02/25/2026	3X5V Bunnell PD	001-0521-521.3400	15.80
UniFirst Corporation	3231150441	02/04/2026	3X5V Bunnell PD	001-0521-521.3400	17.18
UniFirst Corporation	3231155914	03/11/2026	3X5V Bunnell PD	001-0521-521.3400	15.80
UniFirst Corporation	3231157217	03/18/2026	3X5V Bunnell PD	001-0521-521.3400	15.80
UniFirst Corporation	3231158268	03/25/2026	3X5V Bunnell PD	001-0521-521.3400	15.80
UniFirst Corporation	3231154942	03/04/2026	3X5V Bunnell PD	001-0521-521.3400	16.03
<b>Vendor UniFirst Corporation Total:</b>					<b>128.01</b>
<b>Vendor: USA Services of Florida Inc</b>					
USA Services of Florida Inc	FL12285708	03/31/2026	STREET SWEEPING SERVICE	001-0538-538.3400	1,300.00
<b>Vendor USA Services of Florida Inc Total:</b>					<b>1,300.00</b>
<b>Vendor: Utility Service Co., Inc.</b>					
Utility Service Co., Inc.	645442	04/01/2026	Elevated tank annual contract	401-0533-533.4640	9,735.67
<b>Vendor Utility Service Co., Inc. Total:</b>					<b>9,735.67</b>
<b>Vendor: Waste Management Inc. of Flagler Transfer Station</b>					
Waste Management Inc. of F...	0001284-4636-6	04/01/2026	Service Period 3/1-3/31/26	402-0534-534.3400	1,056.20
<b>Vendor Waste Management Inc. of Flagler Transfer Station Total:</b>					<b>1,056.20</b>
<b>Grand Total:</b>					<b>2,543,108.27</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
001 - GENERAL FUND	286,236.01
118 - BUILDING DEPT FUND	4,920.51
401 - WATER	150,676.67
402 - SOLID WASTE	13,506.12
404 - SEWER	2,087,768.96
<b>Grand Total:</b>	<b>2,543,108.27</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
001-0512-512.3300	Recording Fees	52.50
001-0512-512.4400	Rentals/Leases	68.15
001-0513-513.4400	Rental / Lease Expense	68.15
001-0515-515.4900	Other Current Charges	144.00
001-0519-519.4100	Communications Expense	855.00
001-0519-519.4300	Utilities	5,715.01
001-0521-521.3400	Other Contract Services	128.01
001-0521-521.4300	Utility - Public Services	238.48
001-0521-521.4400	Rental / Lease Expense	14,891.08
001-0521-521.4620	Repair / Maint - Vehicles	641.88
001-0521-521.4900	Other Current Chgs & Ob...	1,100.00
001-0521-521.5100	Office Supplies Expenses	53.99
001-0521-521.5200	Operating Supplies	1,929.80
001-0521-521.5210	Fuel	17.15
001-0521-521.5220	Uniforms Exp	2,265.75
001-0521-521.5230	Software	3,037.25
001-0521-521.5400	Memberships, Publicati...	65.00
001-0521-521.5500	Training	1,260.00
001-0524-524.3102	Legal Services	375.00
001-0524-524.3400	Other Contract Services	7,783.25
001-0524-524.4400	Rental / Lease Expense	264.09
001-0524-524.4620	Repair / Maint - Vehicles	32.07
001-0538-538.3400	Other Contract Services	1,300.00
001-0541-541.4300	Utility - Public Services	10,099.83
001-0541-541.4400	Rental / Lease Expense	1,787.85
001-0541-541.4620	Repair / Maint - Vehicles	189.52
001-0541-541.4640	Equipment Repair & Mai...	101.01
001-0549-549.4400	Rentals & Leases	3,197.38
001-0549-549.4620	Repair/Maint - Vehicles	65.87
001-0549-549.5200	Operating Supplies	79.93
001-0549-549.5220	Uniforms	537.48
001-0549-549.5265	Tools	13.76
001-0572-572.4100	Communications Expense	150.00
001-0572-572.4300	Utility - Public Services	2,538.89
001-0572-572.4400	Rental / Lease Expense	1,297.01
001-0572-572.4620	Repair / Maint - Vehicles	192.01
001-0572-572.5220	Uniforms Exp	671.88
001-2081100	School Impact Fees	81,564.45
001-2081200	County EMS Impact Fees	3,537.97
001-2081300	County Fire Impact Fees	44,133.49
001-2081400	County Library Impact F...	13,381.44
001-2081500	County Parks Impact Fees	19,849.44
001-2182000	WC Payable	7,528.00
001-2184000	Med/Health Employee Li...	50,496.05
001-2184500	Retiree Medical	2,037.14
001-2201000	Deposits Paybl - Facility ...	600.00
001-3475300	Facility Rental Service Fee	-100.00
118-0524-524.3401	Bldg/Fire Inspection Exp...	4,692.50
118-0524-524.4400	Rental/Lease Expense	195.94
118-0524-524.4620	Repair/Maint - Vehicles	32.07

**Account Summary**

Account Number	Account Name	Expense Amount
401-0533-533.3401	Other Contract Services	862.08
401-0533-533.4100	Communications Expense	390.00
401-0533-533.4200	Postage	69.78
401-0533-533.4300	Utility - Public Services	4,467.17
401-0533-533.4400	Rental / Lease Expense	1,718.52
401-0533-533.4600	Repair / Maint - Service	45.18
401-0533-533.4620	Repair / Maint - Vehicles	263.53
401-0533-533.4640	Repair / Maint - Equipm...	14,709.07
401-0533-533.4700	Printing / Binding Expen...	22.49
401-0533-533.4900	Other Current Chgs & Ob...	22.50
401-0533-533.5205	Operating Supplies Exp -...	3,711.21
401-0533-533.5210	Fuel	1,618.83
401-0533-533.5220	Uniforms Exp	430.73
401-0533-533.6300	Improvements - Other T...	128,285.58
401-2050000	Retainage Payable	-5,940.00
402-0534-534.3400	Other Contract Services -...	1,056.20
402-0534-534.4200	Postage - Solid Waste	69.77
402-0534-534.4400	Rental/Lease - Solid Was...	10,928.85
402-0534-534.4620	Repair/Maint Vehicles - ...	1,317.71
402-0534-534.4700	Printing & Binding - Solid...	22.49
402-0534-534.5220	Uniforms - Solid Waste	111.10
404-0535-535.3400	Other Contractual Servic...	4,788.04
404-0535-535.4200	Postage	69.78
404-0535-535.4300	Utilities	11,220.50
404-0535-535.4400	Rentals/Leases	1,802.46
404-0535-535.4620	Repairs & Maint. - Vehicl...	297.29
404-0535-535.4640	Repairs & Maint. - Equi...	744.49
404-0535-535.4700	Printing & Binding	22.49
404-0535-535.4900	Other Current Charges &...	22.50
404-0535-535.5200	Operating Supplies	2,059.67
404-0535-535.5210	Fuel	1,619.38
404-0535-535.5220	Uniforms	198.80
404-0535-535.6200	Buildings	2,168,754.01
404-2050000	Retainage Payable	-103,830.45
	<b>Grand Total:</b>	<b>2,543,108.27</b>

**Project Account Summary**

Project Account Key	Expense Amount	
**None**	341,971.88	
2025 Christmas EXP	144.00	
MJSP 2025-01 EXP	355.00	
MJSP 2025-03 EXP	747.50	
MJSP 2025-10 EXP	2,530.00	
MJSP 2025-11 EXP	2,627.00	
MJSP 2025-12 EXP	1,523.75	
WSD-2401 Brackish EXP	128,285.58	
WWTP Construction	2,064,923.56	
	<b>Grand Total:</b>	<b>2,543,108.27</b>



## City of Bunnell, Florida

### Agenda Item No. C.2.

Department: City Clerk  
Subject: April 13, 2026 City Commission Minutes  
Agenda Section: **Consent Agenda:**

#### **ATTACHMENTS:**

Description  
2026 04 13 Commission Minutes

CATHERINE D. ROBINSON  
MAYOR

JOHN ROGERS  
VICE-MAYOR

DR. ALVIN B. JACKSON, JR.  
CITY MANAGER



COMMISSIONERS:

PETE YOUNG

DAVID ATKINSON

DEAN SECHRIST

## BUNNELL CITY COMMISSION MEETING MINUTES

Monday, April 13, 2026 at 7:00 PM

2400 Commerce Pkwy,  
Chambers Meeting Room  
Bunnell, FL 32110

### A. Call Meeting to Order and Pledge Allegiance to the Flag

Mayor Robinson called the meeting to order at 7:00 PM and led the Pledge of Allegiance.

**Roll Call:** Mayor Catherine D. Robinson; Vice Mayor John Rogers; Commissioner Pete Young; Commissioner David Atkinson; Commissioner Dean Sechrist; City Attorney Paul Waters; City Manager Alvin Jackson, Jr.; Infrastructure Director Dustin Vost; Community Development Director Joe Parsons; Finance Director Kristi Moss; Police Chief David Brannon; HR Manager Samantha "Sam" Peetoom; Assistant Infrastructure Director Jessica Sheeler; City Clerk Kristen Bates; Deputy City Clerk Donnie Wines

### Invocation for our Military Troops and National Leaders

Chaplin Hobbs lead the invocation.

### B. Introductions, Commendations, Proclamations, and Presentations:

#### B.1 Administration of Oath of Office to Newly Elected Officials

Judge Craig administered the Oath of Office to Commissioner Pete Young and Commissioner John Rogers.

#### B.2 Proclamation- Sexual Assault Awareness Month 2026

Mayor Robinson read the proclamation into the record, and presented it to members of the Family Life Center, Flagler County Sheriff's Office, and Flagler Beach Police Department.

#### B.3 Proclamation- Telecommunications Week 2026

Commissioner Young read the proclamation into the record. Mayor Robinson presented the proclamation to Christine Mortimer, Communications Director from the Flagler County Sheriff's Office.

#### B.4 Presentation- AdventHealth

Denyse Bales-Chubb Advent Health Palm Coast CEO and Wally DeAquino Advent Health Palm Coast Pkwy CEO presented information on Advent Health to the Board and responded to questions.

### C. Consent Agenda:

#### C.1 April 13, 2026 Warrant

#### C.2 March 23, 2026 City Commission Meeting Minutes

#### C.3 Request for a Letter of Support for the Flagler County Housing Authority's Disposition of the John Mcintosh (Carver Village) Public Housing Development

#### C.4 Request Approval of the City's Employee Assistance Program Agreement with Lucet

**Motion:** Approve the Consent Agenda

**Motion by:** Vice Mayor Rogers

**Second by** Commissioner Atkinson  
**Board discussion:** None.  
**Public discussion:** None  
**Vote:** Motion approved unanimously

**D. Public Comments:**

**Comments regarding items not on the Agenda. Citizens are encouraged to speak; however, comments are limited to four (4) minutes.**

Gary Masten (Grand Reserve Blvd) thanked the Board and staff for the ongoing information sharing at the Deer Run CDD meetings; Public Safety Officer Scalf did a presentation on Cyber Security, and fraud in February and City Clerk Bates spoke about the role of the Clerk and Solid Waste services in March. Both did very good jobs.

**E. Ordinances: (Legislative):**

**E.1 Ordinance 2026-05 Requesting to Amend the Future Land Use Map in the Future Land Use Element of the 2035 Comprehensive Plan for 4.91+/- Acres of Land from the "Agriculture & Silviculture" Designation to the "Commercial-Medium" Designation. - Second Reading**

Attorney Waters advised E.1 and E.2 are being presented together and read the short titles for Agenda Items E.1 and E.2 into the record.

E.2 is a Quasi Judicial item requiring the disclosure of Ex-parte communications: Mayor Robinson stated Director Parsons, City Manager Jackson, Lynn Johnson (Laferty), and Richard and Sally Bennette; Vice Mayor Rogers stated City Manager Jackson; Commissioner Young stated City Manager Jackson and staff; Commissioner Atkinson stated City Manager Jackson; Commissioner Sechrist stated City Manager Jackson and staff.

Attorney Waters advised anyone wishing to speak to these items needed to be sworn in. City Clerk Bates swore in Community Development Director Parsons; no other people stood to speak to the items.

Community Development Director Parsons presented the items to the Board and responded to questions. Commissioner Atkinson asked if all 16 restrictions placed on the approval by the PZA have been addressed. Director Parsons indicated all but 2 have been addressed.

Mayor Robinson expressed concern with additional semi-truck traffic on an already degraded street.

**Motion:** Adopt Ordinance 2026-05 Requesting to Amend the Future Land Use Map in the Future Land Use Element of the 2035 Comprehensive Plan for 4.91+/- Acres of Land from the "Agriculture & Silviculture" Designation to the "Commercial-Medium" Designation. - Second Reading

**Motion by:** Vice Mayor Rogers

**Second by:** Commissioner Young

**Board discussion:** None

**Public discussion:** None

**Vote:** Motion passed 4 to 1

**Yea:** Vice Mayor Rogers; Commissioner Young; Commissioner Atkinson; Commissioner Sechrist

**Nay:** Mayor Robinson

*\*\*E.2. was presented and discussed with Item E.1.\*\**

**E.2 Ordinance 2026-06 Requesting to Amend the Official Zoning Map of the City**

**of Bunnell for 4.91+/- Acres of Land from the "AG&S, Agricultural and Silviculture District" to the "B-1, Business District". - Second Reading**

**Motion:** Adopt Ordinance 2026-06 Requesting to Amend the Official Zoning Map of the City of Bunnell for 4.91+/- Acres of Land from the "AG&S, Agricultural and Silviculture District" to the "B-1, Business District". - Second Reading

**Motion by:** Vice Mayor Rogers

**Second by:** Commissioner Atkinson

**Vote:** Motion passed 4 to 1

**Yea:** Vice Mayor Rogers; Commissioner Young; Commissioner Atkinson; Commissioner Sechrist

**Nay:** Mayor Robinson

**E.3 Ordinance 2026-07 Amending the Bunnell Code of Ordinance creating regulations for the renaming of existing City streets. - Second Reading**

Attorney Waters read the short title into the record.

**Motion:** Adopt Ordinance 2026-07 Amending the Bunnell Code of Ordinance creating regulations for the renaming of existing City streets. - Second Reading

**Motion by:** Commissioner Atkinson

**Second by:** Vice Mayor Rogers

**Board discussion:** None

**Public discussion:** None

**Vote:** Motion approved unanimously

**E.4 Ordinance 2026-08 Requesting to Amend the Future Land Use Map in the Future Land Use Element of the 2035 Comprehensive Plan for 242.45+/-Acres of Land from the Flagler County "Agriculture and Timberlands" Designation to City of Bunnell "Agriculture and Silviculture" Designation. - First Reading**

Attorney Waters advised items E.4 and E.5 will be presented together.

Item E.5 is Quasi Legislative and requires the disclosure of Ex-Parte communications: Mayor Robinson stated City Manager Jackson; Vice Mayor Rogers stated City Manager Jackson; Commissioner Young stated City Manager Jackson; Commissioner Atkinson stated City Manager Jackson; Commissioner Sechrist stated City Manager Jackson.

Attorney Waters read the short titles for items E.4 and E.5 into the record. Community Development Director Parsons has previously been sworn in. No new people stood to be sworn in to speak to items E.4 and E.5.

Community Development Director Parsons gave a presentation regarding these items.

**Motion:** Approve Ordinance 2026-08 Requesting to Amend the Future Land Use Map in the Future Land Use Element of the 2035 Comprehensive Plan for 242.45+/-Acres of Land from the Flagler County "Agriculture and Timberlands" Designation to City of Bunnell "Agriculture and Silviculture" Designation. - First Reading

**Motion by:** Vice Mayor Rogers

**Second by:** Commissioner Atkinson

**Board discussion:** None

**Public discussion:** None

**Vote:** Motion approved unanimously.

*\*\*E.5. was presented and discussed with Item E.4.\*\**

**E.5 Ordinance 2026-09 Requesting to Amend the Official Zoning Map of the City of Bunnell for 406.09+/- Acres of Land from Flagler County "AC, Agricultural" to City of Bunnell "AG&S, Agricultural and Silviculture District". - First Reading**

**Motion:** Approve Ordinance 2026-09 Requesting to Amend the Official Zoning Map of the City of Bunnell for 406.09+/- Acres of Land from Flagler County "AC, Agricultural" to City of Bunnell "AG&S, Agricultural and Silviculture District". - First Reading

**Motion by:** Vice Mayor Rogers

**Second by:** Commissioner Atkinson

**Vote:** Motion approved unanimously

**F. Resolutions: (Legislative): None**

**G. Old Business: None**

**H. New Business:**

**H.1 Commission Appointments for Committees and Boards**

Consensus from all the Commission members was no changes were needed.

**H.2 Approval of Rules and Procedures for the City Commission and City of Bunnell Volunteer Boards**

City Clerk Bates introduced the item, advised the presented rules have been in effect since before 2011 and further advised the City uses Roberts Rules of Order with some minor modifications.

**Motion:** Approve the Rules and Procedures for Conducting City of Bunnell meetings as presented.

**Motion by:** Vice Mayor Rogers

**Second by:** Commissioner Atkinson

**Board discussion:** None

**Public discussion:** None

**Vote:** Motion approved unanimously

**H.3 Election of the Vice Mayor for the next 12-Month Period**

**Motion:** Nominate Commissioner Rogers to serve as Vice Mayor for the next 12 months.

**Motion by:** Commissioner Young

**Second by:** Commissioner Rogers

**Board discussion:** Commissioner Sechrist nominated Commissioner Atkinson to serve as Vice Mayor. Motor Robinson pointed out there was already a motion on the floor.

**Public discussion:** None

**Vote:** Motion passed 3 to 2

**Yea:** Mayor Robinson; Vice Mayor Rogers; Commissioner Young

**Nay:** Commissioners Atkinson; Commissioner Sechrist

**I. Reports:**

- **City Clerk** – Clerk Bates asked the Board to check their calendars as Infrastructure needs to setup an approximately 2-hour workshop to discuss stormwater fees. Consensus of the Board was May 12<sup>th</sup> at 5:00 PM.
- **Police Chief** – Presented his monthly report.
- **City Attorney** – None
- **City Manager** – Advised the Board an emergency purchase order for the Water Treatment Plant was needed. He also advised the Italian Festival had approximately 2000 attendees.
- **Mayor and City Commissioners:**
  - **Commissioner Sechrist** – Reminded everyone of a Job Fair Thursday, April 16<sup>th</sup> from 8:00 am to 2:00 pm at the Carver Gym.
  - **Commissioner Atkinson** – Attended the Bunnell History Day event over the weekend. It was very well done.

- **Commissioner Young** – The mural on East Moody Boulevard caught his eye. He said it was neat and we need to have more completed. Mayor Robinson indicated that was the plan.
- **Vice Mayor Rogers** – Agreed the mural is first class.
- **Mayor Robinson** – Stated she attended 2 presentations given by our Police Department and thought they were well received. She also attended the Bunnell History Day and the art show at Poppy’s Place.

**J. Call for Adjournment.**

**Motion:** Adjourn

**Motion by:** Vice Mayor Rogers

**Second by:** Commissioner Atkinson

**Vote:** Motion approved unanimously 8:40 PM

\_\_\_\_\_  
Catherine D. Robinson, Mayor

\_\_\_\_\_  
Kristen Bates, MMC, City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***\*\*The City adopts summary minutes. Audio files in official City records are retained according to the Florida Department of State GS1-SL records retention schedule\*\****



## City of Bunnell, Florida

### Agenda Item No. C.3.

Document Date: 03/30/2026  
Department: Infrastructure  
Subject: Ratification of Administrative Closeout Report for the Hymon Drainage and Outfall Project  
Agenda Section: **Consent Agenda:**

#### **ATTACHMENTS:**

##### Description

ADA City of Bunnell 22DB-N09 Form SC-62 Closeout.pdf

#### **Summary/Highlights:**

Staff is requesting ratification of the Administrative Closeout Report for the Hymon Drainage and Outfall Project.

#### **Background:**

The City has successfully completed the Community Development Block Grant (CDBG)-funded Hymon Drainage and Outfall Project. The project scope included the installation of underground stormwater conveyance piping and catch basins along both sides of Hymon Circle to improve drainage and alleviate recurring flooding in residents' front yards. In addition, the project involved the clearing and widening of the primary drainage canal extending from E. Short St. and Hymon Circle south along the City's MS4 outfall. These improvements have increased drainage capacity for the southeastern quadrant of the city.

Construction was completed in September 2025, and since that time staff has been working to finalize project and grant closeout activities. The final funding closeout documentation was received on March 24, 2026. To ensure compliance with the April 1, 2026, closeout deadline, the Mayor's signature was obtained and the completed documentation was submitted to Florida Commerce on March 26, 2026.

This item is being presented to the Commission at the next available meeting (April 27, 2026) for ratification of the closeout report, as required by procedural guidelines.

#### **Staff Recommendation:**

Ratify the Administrative Closeout Report for the Hymon Drainage and Outfall Project.

#### **Finance Department Review/Recommendation:**

Ratify the Administrative Closeout Report for the Hymon Drainage and Outfall Project.

**City Manager Review/Recommendation:**

Approved.



March 26, 2026

Mr. Enosh Newby, Government Operations Consultant II  
Florida Commerce  
107 East Madison Street, MSC-400  
Tallahassee, Florida 32399-2100

**RE: Engineer's Certification  
City of Bunnell's CDBG #22DB-OP-04-28-02-N09**

Dear Mr. Newby:

This letter is to certify that the City of Bunnell's Community Development Block Grant (CDBG) project referenced above was completed in accordance with the approved specifications and plans prior to January 31, 2026. All components are fully operational.

Please feel free to contact me if you have any questions.

Sincerely,  
Alliant Engineering Inc.

A handwritten signature in blue ink, appearing to read "Curt M. Wimpée".

Curt M. Wimpée, PE  
Principal | VP Southeast Region

cc: Fred Fox Enterprises, Inc.

**Section I. Contract Information**

<b>Contract Number:</b> 22DB-OP-04-28-02-N09		<b>Beginning Date:</b> 08/01/2021	
		<b>Ending Date:</b> 01/31/2026	
<b>Recipient:</b> City of Bunnell		<b>Recipient's FEIN:</b> 59-6000285	
<b>Recipient's DUNS Number:</b> 005860016			
<b>Local Contact Name:</b> Mary Anne Atwood, Project Manager		<b>Contact's Phone Number:</b> (386) 986-6702	
1. Indicate how the project was carried out (administration and construction):	Recipient Employees <input type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	Both <input type="checkbox"/>
2. Indicate how beneficiary data was collected: (Check all that apply.)	Census <input type="checkbox"/>	Survey <input checked="" type="checkbox"/>	Income Verification Form (for Housing or ED) <input type="checkbox"/>
3. Enter the Census Tract and Block Group numbers for all service areas or the project area: N/A <input checked="" type="checkbox"/>	Census Tracts and Corresponding Block Groups:		
4. If location of activities has changed since the initial award was made, and a revised map was not previously submitted, is a map included?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
5. Is a Property Management Register included?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
6. If an infrastructure project, is an engineering certification included?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7. Are project photos included, if required by the subgrant agreement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
8. Is documentation of all fair housing activities conducted after the last monitoring visit included?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
9. Is a copy of the final construction draw request, including any change orders, included?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
10. Is the project located in a Historic District?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
11. Is the project located in a Presidentially Declared Disaster Area?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
12. Is the project a Brownfield Activity?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
13. Did the local government provide the assistance (to the beneficiaries) in the form of a loan or a grant?	Grant <input checked="" type="checkbox"/>	Loan <input type="checkbox"/>	Deferred, forgivable loan <input type="checkbox"/>
14. If a loan, indicate:	Interest Rate: %	Monthly Loan Amount: \$	Amortization Period in Months:

15. List all other funds, along with the source, used to support the activities funded with this subgrant:			
Type	Source	Amount	
Local Funds (i.e., General Revenue)	City of Bunnell General Revenue	\$ 50,000.00	
Grant(s)		\$	
Private Funds (i.e., Participating Party)		\$	
Loan(s)		\$	
Other, including Program Income (Specify)		\$	
16. Will the project result in program income? <i>Program income earned as a result of Small Cities CDBG and Disaster Recovery subgrants, but not expended before closeout, must be returned to FloridaCommerce. Make check payable to the Department of Commerce – CDBG Program and include it with the Closeout.</i>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
• If program income has already resulted, indicate amount:		\$	
• Indicate amount of program income that has been expended to date:		\$	
17. Does the local government have CDBG funds on hand? (If yes, you cannot close the contract.)		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If <b>yes</b> : \$			
18. Has a final Request for Funds been submitted? (If not, you cannot close the contract.)		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

**Section II. Public Services, Public Facility and Infrastructure**

*(To be completed by Commercial Revitalization, Disaster Recovery and Neighborhood Revitalization subgrant recipients. If water or sewer hookups were provided, Section IV must also be completed.)*

<b>1. Service (Housing Counseling, etc.)</b>	
a. Number of persons with new access to this service or benefit	N/A
b. Number of persons with improved access to this service or benefit	N/A
c. Number of persons now receiving a service or benefit that is no longer substandard	N/A
<b>2. Public Facility or Infrastructure Improvement (i.e., Water and Sewer Facilities, Drainage, Street Paving)</b>	
a. Number of persons with new access to this type of public facility or infrastructure improvement	0
b. Number of persons with improved access to this type if public facility or infrastructure improvement	616
c. Number of persons served by public facility or infrastructure that is no longer substandard	616

**Section III. Commercial Revitalization and Economic Development**

*Recipients of Commercial Revitalization grants should only respond to items with an asterisk (\*).*

Number of businesses assisted with commercial facade treatment*	N/A	
Number of businesses assisted that provide goods or services to meet the needs of a service area, a neighborhood, or a community*		
Number of businesses assisted*		
Number of new businesses assisted		
Number of existing businesses assisted		
Number of existing businesses expanding		
Number of existing businesses relocating		
Number of full-time positions created		
Number of full-time positions retained		
Number of full-time low- and moderate-income positions created		
Number of full-time low- and moderate-income positions retained		
Number of persons who were unemployed prior to taking jobs created by this activity		
Number of retained jobs with employer-sponsored health care benefits		
Number of jobs created with employer-sponsored health care benefits		
<b>Enter in the spaces below the number of jobs created and retained by type:</b>		
<b>Classification</b>	<b>Created</b>	<b>Retained</b>
Officials and Managers		
Professional		
Office and Clerical		
Sales		
Technicians		
Service Workers		
Craft Workers (skilled)		
Operatives (semi-skilled)		
Laborers (unskilled)		



### Section IV. Housing Rehabilitation and Hookups

*(To be completed by Small Cities CDBG and Disaster Recovery Program subgrant recipients if housing or hookup activities were undertaken. If water/sewer/electrical hookups were provided, please complete all information requested in Section IV.)*

Number of single family owner-occupied houses rehabilitated.		N/A
Number of single family owner-occupied houses replaced one-for-one.		
Total number of single family owner-occupied houses rehabilitated and replaced.		
Did the activity involve rental housing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of single family rental houses addressed.		
Number of multi-family properties addressed.		
Number of units within the multi-family properties.		
Number of permanent displacements/relocations.		
Number of units with elderly residents (62 or older).		
Number of units with a female head of household.		
Number of units made handicapped accessible.		
Number of units that qualify as "Energy Star."		
Number of units brought into compliance with lead safety requirements		
If applicable, number of beds created in overnight shelter or emergency housing		
Did the project include:		
• Installing security devices,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Installing smoke detectors,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Performing emergency housing repairs,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Providing supplies and equipment for painting houses,	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Operating a Tool Lending Library, or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Mitigation to prevent future damages (strengthened roof, doors, windows, elevations, etc.).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>For Small Cities CDBG Housing Rehabilitation scoring review only, complete the following:</b>	<b>Proposed</b>	<b>Actual</b>
• Number of Low-Income housing units (30.01%-50.0% of area median family income) rehabilitated.		
• Number of Very Low-Income housing units (30.0% or less area median family income) rehabilitated.		

**Section IV: Housing Rehabilitation and Hookups – Page 2**

(Housing rehabilitation and hookup beneficiaries are measured in households (HH), not the number of people living in each housing unit. Race and ethnicity data also applies only to the heads of households (HoH). HUD defines elderly as persons 62 or older. Additional pages are located after the instruction page, if needed. MI = 50.01% – 80.0% AMI. LI = 30.01% – 50.0% AMI. VLI = 30.0% or less of AMI. RH = Rehabilitation. RP = Replacement.)

Owner (Last name, first initial)	Occupant (Last name, first initial)	Street Address (street, city and zip) <i>(If replacement, new address.)</i>	Rental (R) or Owner- Occupied (O)	Race (HoH)	Hispanic/ Latino HoH (Y or N)	Indicate MI, LI or VLI	Female HoH (Y or N)	Elderly Resident (Y or N)	Disabled Resident (Y or N)	Total Cost of Rehab or Replacement	Total CDBG Funds Invested	Date Completed mm/dd/yy	RH or RP	Number of Bedrooms
N/A										\$	\$			
										\$	\$			
										\$	\$			
										\$	\$			
										\$	\$			
										\$	\$			
										\$	\$			
										\$	\$			
										\$	\$			
										\$	\$			
										\$	\$			
										\$	\$			
										\$	\$			
										\$	\$			

**Codes for the Race of the Head of Household:**

W = White  
AA = African American  
A = Asian

AI, AN = American Indian or Alaskan Native  
NHPI = Native Hawaiian/Pacific Islander  
AI, AN, W = American Indian or Alaskan Native and White  
A, W = Asian and White

AA, W = African American and White  
AI, AN, AA = American Indian/Alaskan Native and African American  
OMR = Other Multi-Racial

**Section V. Status of Accomplishments and Expenditures (Use additional pages, if necessary.)**

(A) National Objective (See codes.)	(B) Activity Number	(C) Activity Name	(D) IDIS Number (for Small Cities CDBG)	(E) CDBG Accomplishments		(F) Current Approved CDBG Budget	(G) CDBG Funds Received To Date	(H) Other Leverage Funds Expended
			FloridaCommerce Use Only	Contracted	To Date			
N/A	21A	Administration		N/A	N/A	\$ 56,000.00	\$ 54,058.10	\$ 0.00
N/A	03I	Engineering		N/A	N/A	\$ 0.00	\$ 0.00	\$ 50,000.00
1	03I	Flood and Drainage		2,350 LF	2,350 LF	\$ 644,000.00	\$ 644,000.00	\$ 0.00
<b>Totals</b>						\$ 700,000.00	\$ 698,058.10	\$ 50,000.00
<b>I. Total CDBG Approved Budget:</b>						(Total of Column F)	\$ 700,000.00	
<b>J. Total CDBG Funds Received To Date:</b>						(Total of Column G)	\$ 698,058.10	
<b>K. Refund Due to FloridaCommerce:</b>						(If Line J is greater than Line I, indicate the difference.)	\$ 0.00	
<b>L. Amount to be Deobligated:</b>						(If Line J is less than Line I, indicate the difference.)	\$ 1,941.90	

National Objective Codes: 1 - LMI 2 - Urgent Need 3 - Slum and Blight

**Section VI. Beneficiary Data** (Do not enter Administration or Engineering. Housing and hookup beneficiaries are measured in households (HH). Area Median Family Income – AMI. Use additional pages if needed.)

	Activity Number 03I	Activity Number	Activity Number	Activity Number	Activity Number	Activity Number						
Total Beneficiaries Proposed	616											
Total Beneficiaries Actual	616											
Moderate-Income Beneficiaries Proposed (50.01% – 80.0% AMI)	82											
Moderate-Income Beneficiaries Actual	82											
Low-Income Beneficiaries Proposed (30.01% – 50.0% AMI)	65											
Low-Income Beneficiaries Actual	65											
VLI Beneficiaries Proposed (30.0% or less of AMI)	465											
VLI Beneficiaries Actual	465											
Female Heads of Household	148											
Disabled Persons	96											
Elderly Persons (62 or older)	96											
Race	For Housing Grants Only		Total	Hispanic/ Latino Ethnicity	Total	Hispanic/ Latino Ethnicity	Total	Hispanic/ Latino Ethnicity	Total	Hispanic/ Latino Ethnicity	Total	Hispanic/ Latino Ethnicity
	# Owner Occupied	# Renter Occupied										
White			18	14								
African American			598	0								
Asian			0	0								
American Indian or Alaskan Native			0	0								
Native Hawaiian/Pacific Islander			0	0								
American Indian or Alaskan Native and White			0	0								
Asian and White			0	0								
African American and White			0	0								
American Indian or Alaskan Native and African American			0	0								
Other Multi-Racial			0	0								

**Section VII. Property Management Register**

Attachment A (If required.)

<b>Recipient: N/A</b>			<b>Contract End Date:</b>		
<b>Contract Number:</b>			<b>Local Contact:</b>		
	1	2	3	4	5
Description of Property or Type of Equipment					
Identification Number					
Date of Purchase or Acquisition					
Total Cost of Property	\$	\$	\$	\$	\$
CDBG Cost	\$	\$	\$	\$	\$
CDBG % of Total Cost					
Physical Location					
Condition (New or Used)					
Residual Value	\$	\$	\$	\$	\$
Disposition Date					
Disposition Amount	\$	\$	\$	\$	\$
Method of Disposition					

**Section VIII. Closeout Approval**

I certify that, to the best of my knowledge, all activities undertaken by the local government with funds under this grant agreement have been carried out in accordance with the grant agreement, that proper provision has been made for the payment of all paid costs identified; that the State of Florida is under no obligation to make further payment to the local government under the grant agreement in excess of the amount identified on **Line I** of **Section V. Status of Accomplishments and Expenditures** submitted with this closeout report; that every statement and amount set forth in this instrument is true and correct as of this date; that all required audits as of this date have been submitted and approved; and I acknowledge that FloridaCommerce reserves the right to recover any disallowed costs identified in an audit completed after this closeout.

Chief Elected Official or Authorized Designee

*Catherine Robinson*

Signature

Catherine Robinson, Mayor

Name and Title Typed

3/25/2026

Date

**For Florida Commerce use**

Approval of this Closeout Package authorizes the deobligation of unexpended CDBG contract funds in the amount of \$ \_\_\_\_\_

Division of Community Development

Bureau of Financial Management

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## City of Bunnell, Florida

### Agenda Item No. C.4.

Department: Infrastructure Account #: 404.0535.535.3400  
Subject: Request approval for renewal and amendment of Contract 2024 09 with Rayco DBA Ormond Septic Systems for bio solids hauling

Agenda Section: **Consent Agenda:**

#### **ATTACHMENTS:**

##### Description

ADA 2024-09 Ormond Septic Renewal and Amendment.pdf

ADA OS Cost Increase Email.pdf

#### **Summary/Highlights:**

Staff is seeking approval to renew contract 2024 09 for collection and transport of wastewater treatment residuals, i.e. bio solids. Including an amendment to increase the price per service

#### **Background:**

The Wastewater Treatment Plant requires bio solids hauling consistently. This includes pick up, transport, and disposal of 1, 30 yard box of bio solids as needed.

Rayco DBA Ormond Septic Systems is the only local vendor to provide this service and has continually done so for the City for several years.

#### **Staff Recommendation:**

Approve Contract renewal and cost amendment with Ormond Septic for continual bio solids hauling from Wastewater Treatment Plant.

#### **City Attorney Review:**

Approved for agenda

#### **Finance Department Review/Recommendation:**

Approve Contract renewal and cost amendment with Ormond Septic for continual bio solids hauling from Wastewater Treatment Plant.

#### **City Manager Review/Recommendation:**

Approved.

**CONTRACT NO. 2024-09**

**SECOND RENEWAL AND AMENDMENT TO CONTRACT  
FOR SLUDGE HAULING SERVICES BETWEEN RAYCO  
FUNDING & DEVELOPMENT INC, DBA ORMOND  
SEPTIC SYSTEMS AND CITY OF BUNNELL, FLORIDA**

**THIS FIRST AMENDMENT** is made on the 6<sup>th</sup> day of April 2026 to Agreement #2024-09 ("Agreement") entered into by and between Rayco Funding & Development INC, DBA Ormond Septic Systems, a Florida corporation, ("Contractor"), and the City of Bunnell, Florida, ("City").

**WITNESSETH**

**WHEREAS**, the City of Bunnell entered into Agreement for Sludge Hauling Services with the Contractor on April 8<sup>th</sup>, 2024; and

**WHEREAS**, although the initial term of the executed Contract is due to expire on April 8, 2025, the Contract also includes an option to extend the term for three (3) additional twelve (12)-month periods; and

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

- 1. Incorporation by Reference.** The foregoing WHEREAS clauses are incorporated by reference.
- 2. Term.** The term of the Agreement between the parties is hereby extended to April 8, 2027, by this Second Amendment.
- 3. Effective Date.** This amendment shall be effective as of April 8, 2026.
- 4. Increase in Rate** This amendment shall start the increase in rate from \$1,800 to \$2100 per box hauled, with the existing fuel surcharge of \$75

**IN WITNESS WHEREOF**, the parties hereto have executed and delivered this instrument on the days and year indicated below and the signatories below to bind the parties set forth herein.

[Remainder of this page left intentionally blank]

RAYCO FUNDING & DEVELOPMENT,  
INC. DBA ORMOND SEPTIC SYSTEMS

*Gregory B Thompson*

Print Name: GREGORY B THOMPSON

Title: PRESIDENT

STATE OF Florida  
COUNTY OF Volusia

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 7<sup>th</sup> day of April, 2025<sup>th</sup> by Gregory B. Thompson of Ormond Septic Systems a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

*Carrie McCann*  
Signature of Notary Public - State of Florida  
Carrie McCann



Printed/Typed/Stamped Name of Notary  
My commission expires: Aug. 10, 2028

**CITY OF BUNNELL**

Catherine D. Robinson, Mayor

Date: April 27<sup>th</sup>, 2026

**ATTEST:**

Kristen Bates, CITY Clerk

Approved as to Legal Form

Vose Law Firm, CITY Attorney

**Hannah Alt**

---

**Subject:** FW: City of Bunnell - Contract Renewal and Price Increase (#2024-09)

---

**From:** John Frugoli <jprevent@aol.com>

**Sent:** Monday, April 6, 2026 12:34 PM

**To:** Hannah Alt <halt@bunnellcity.us>

**Cc:** Septic Systems Ormond <ormondsepticssystemsgmail.com>; Septic Ormond <RainbowRanch@live.com>; Infrastructure Vendor <Infra-Vendor@bunnellcity.us>

**Subject:** Re: City of Bunnell - Contract Renewal and Price Increase (#2024-09)

Hannah

The price increase is \$300.00 per box. The new price will be \$2100 plus the existing \$75 fuel surcharge.

Thank you for your attention to this matter.

John

Sent from my iPhone



## City of Bunnell, Florida

### Agenda Item No. H.1.

Document Date: 04/09/2026  
Department: Community Development  
Subject: Piggyback Contract Village of North Palm Beach with CAP Government for Building Official Services  
Agenda Section: **New Business:**

#### **ATTACHMENTS:**

##### Description

2022 05 22 CAP Agreement #2023-06 for Building Official Services {EXECUTED}.pdf  
Village of North Palm Beach - Executed Contract - 06.27.2024 with five (5) year term - extended for two (2) additional one-yea.pdf

#### **Summary/Highlights:**

The City of Bunnell Building Department has contracted with CAP Government for Building Official services since 2023. CAP Government provides Building Official services, Plan Reviews, and Commercial Inspections, together with their online permitting portal services.

#### **Background:**

The City of Bunnell Building Department originally piggybacked of the contract with the City of Palm Bay for Building Official services from CAP Government. The contract with the City of Palm Bay and CAP Government has expired.

The Village of North Palm Beach contract with CAP Government was signed on 6/27/2024 for a five-year term, which could be extended for 2 additional 1-year terms.

#### **Staff Recommendation:**

Approve piggybacking off Village of North Palm Beach with CAP Government for Building Official Services

#### **Finance Department Review/Recommendation:**

Approve piggybacking off Village of North Palm Beach with CAP Government for Building Official Services

#### **City Manager Review/Recommendation:**

Approved.

**CITY OF BUNNELL**  
**AGREEMENT (#2023-06) TO PIGGYBACK SERVICES**  
**CONTRACTED BY THE CITY OF PALM BAY**

**THIS AGREEMENT TO PIGGYBACK SERVICES** is made and entered into this 22<sup>nd</sup> day of May, 2023, by and between the CITY OF BUNNELL, a Florida municipality, hereinafter referred to as the “City”, and C.A.P. GOVERNMENT, INC., hereinafter referred to as “Contractor”, concerning that certain agreement entitled “Service Agreement For IFB NO. 09-2021/SZ”, effective the 11th day of March 2021 (“Palm Bay”).

**WITNESSETH:**

**WHEREAS**, Section 119.0701, Fla. Stat., requires that certain public agency contracts must include certain statutorily required provisions concerning the contractor’s compliance for Florida’s Public Records Act; and

**WHEREAS**, Section 768.28, Fla. Stat., sets forth certain mandatory limitations on indemnification and liability for Florida public agencies; and

**WHEREAS**, Florida law requires that public agency contracts be subject to non-appropriation and thereby contingent upon appropriation during the public agency’s statutorily mandated annual budget approval process; and

**WHEREAS**, Section 448.095, Fla. Stat., imposes certain obligations on public agencies with regard to the use of the E-Verify system by their contractors and subcontractors; and

**WHEREAS**, Section 287.135, Fla. Stat., provides restrictions on local governments contracting with companies that are on certain Scrutinized Companies lists; and

**WHEREAS**, The City of Palm Bay, Florida advertised a Bid titled IFB NO. 09-0-2021-SZ for building inspection and plan review services; and

**WHEREAS**, The City of Palm Bay, Florida thereafter awarded the bid to Contractor based on the terms and conditions set forth in the Contract between Contractor and the City of Palm Bay, effective the 11th day of March, 2021, a copy of which, including any amendments or renewals. is attached hereto and made a part hereof as Exhibit “A.”; and

**WHEREAS**, the initial term of the Palm Bay Contract was twelve (12) months, with the option to renew for four (4) additional twelve (12) month terms; and

**WHEREAS**, the building inspection and plan review services provided by Contractor are needed by the City of Bunnell; and

**WHEREAS**, the Palm Bay Contract was competitively bid with procedural guarantees of fairness and competitiveness substantially equivalent to those of the City of Bunnell; 2) The City of Bunnell and Contractor authorize the “piggyback” on the competitive pricing of their Contract; and 3) it is in the best interest of the residents of the City of Bunnell to enter into an agreement with Contractor containing similar terms and conditions as contained the Palm Bay Contract; and

**WHEREAS**, the parties hereby agree and consent to “piggyback” on the rates/prices and terms and conditions in Palm Bay Contract, all attachments, addenda, unit prices, and all other applicable documents except as otherwise provided herein.

**NOW, THEREFORE**, in consideration of the covenants set forth herein, the parties agree to this addendum as follows:

**1. Incorporation by Reference.** The foregoing WHEREAS clauses are incorporated by reference.

**2. Amendment.** This Agreement to “piggyback” services hereby amends and supplements the terms of the Palm Bay Contract. The City of Bunnell and its equivalent staff and address shall be substituted for the City of Palm Bay, Florida and its staff and addresses, as may be required in the awarded Palm Bay Contract. In the event of a conflict between the terms of the Palm Bay Contract and terms of this Agreement to “piggyback”, the terms of this Agreement to “piggyback” shall prevail.

**3. Public Records Compliance.** Contractor agrees that, to the extent that it may "act on behalf" of the City within the meaning of Section 119.0701(1)(a), Florida Statutes in providing its services under this Agreement, it shall:

- (a) Keep and maintain public records required by the public agency to perform the service.
- (b) Upon request from the public agency’s custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- (d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that

are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

- (e) Pursuant to Section 119.0701(2)(a), Fla. Stat., **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**BUNNELL CITY HALL  
OFFICE OF THE CITY CLERK  
604 E. MOODY BLVD. SUITE 6  
BUNNELL, FLORIDA 32110  
(386) 437-7500**

**4. Public Records Compliance Indemnification.** Contractor agrees to indemnify and hold the City harmless against any and all claims, damage awards, and causes of action arising from the contractor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes the public agency to seek declaratory, injunctive, or other appropriate relief against Contractor in Flagler County Circuit Court on an expedited basis to enforce the requirements of this section.

**5. Compliance/Consistency with Section 768.28, Fla. Stat.** Any indemnification or agreement to defend or hold harmless by City specified in the Palm Bay Contract shall not be construed as a waiver of City's sovereign immunity and shall be limited to such indemnification and liability limits consistent with the requirements of Section 768.28, Fla. Stat. and subject to the procedural requirements set forth therein. Any other purported indemnification by the City of Palm Bay in the Palm Bay Contract in derogation hereof shall be void and of no force or effect.

**6. Non-appropriation.** City's performance and obligation to pay under this Agreement is contingent upon an appropriation during the City's annual budget approval process. If funds are not appropriated for a fiscal year, then the Contractor shall be notified as soon as is practical by memorandum from the City Manager or designee that funds have not been appropriated for continuation of the Agreement, and the Agreement shall expire at the end of the fiscal year for which funding has been appropriated. The

termination of the Agreement at fiscal year end shall be without penalty or expense to the City subject to the City paying all invoices for services rendered during the period the Agreement was funded by appropriations.

**7. E-Verify Compliance.** Contractor affirmatively states, under penalty of perjury, that in accordance with Section 448.095, Fla. Stat., Contractor is registered with and uses the E-Verify system to verify the work authorization status of all newly hired employees, that in accordance with such statute, Contractor requires from each of its subcontractors an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and that Contractor is otherwise in compliance with Sections 448.09 and 448.095, Fla. Stat.

**8. Compliance/Consistency with Scrutinized Companies Provisions of Florida Statutes.** Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. Contractor hereby certifies that Contractor is not listed on any of the following: (i) the Scrutinized Companies that Boycott Israel List, (ii) Scrutinized Companies with Activities in Sudan List, or (iii) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Contractor further hereby certifies that Contractor is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. Contractor understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Contractor to civil penalties, attorney's fees, and/or costs. Contractor further understands that any contract with City for goods or services of any amount may be terminated at the option of City if Contractor (i) is found to have submitted a false certification, (ii) has been placed on the Scrutinized Companies that Boycott Israel List, or (iii) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the contract is one million dollars (\$1,000,000) or more, the contract may be terminated at the option of City if the company is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria.

**9. Venue and Jurisdiction.** Notwithstanding any of other provision to the contrary, this Agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the state of Florida, without reference to conflict of law principles. As a material condition of this Agreement, each Party hereby irrevocably and unconditionally: i) consents to submit and does submit to the jurisdiction of the Circuit

Court in and for Flagler County, Florida for any actions, suits or proceedings arising out of or relating to this Agreement.

**10. Attorneys' Fees and Costs.** Notwithstanding any of other provision to the contrary, if litigation ensues regarding this Agreement, each party hereto shall bear its own attorneys' fee and costs.

**11. Additional Terms.** Notwithstanding any of other provision to the contrary, the parties agree as follows:

A. None.

C.A.P. GOVERNMENT, INC.  
PALM BAY PIGGYBACK AGREEMENT  
SIGNATURE PAGE

**IN WITNESS WHEREOF**, the parties hereto have executed and delivered this instrument on the days and year indicated below and the signatories below to bind the parties set forth herein.

C.A.P. GOVERNMENT, INC



Print Name: Carlos A. Penin, PE

Title: President

Attest:

**CITY COMMISSION, City of Bunnell, Florida.**

Bridyette Summells for  
Kristen Bates, CMC, City Clerk

By: Catherine D. Robinson  
Catherine D. Robinson, Mayor

Seal:

Approved for form and content by:



Vose Law Firm, City Attorney

EXHIBIT A APPLICATION  
[to be attached]

## C.A.P. GOVERNMENT INC

On behalf of the City and directly the Department of Community Development, I am presenting a request of proposal to engage a qualified firm to provide building and safety services that includes a Florida Certified Building Official, Florida Commercial Building Inspector, Building Plan Review for Conformity with Florida Building Codes, and Customer Services. The reference firm is C.A.P. Government, Incorporation, who was established in 1989 at which time it pioneered a specialty in providing building department services exclusively for government clients. The focus expressed is to provide excellent services with transparency on behalf of local governments by serving as “a conduit between the residents, business owners, visitors and stakeholders” in the community under the direction of the Community Development Director.

The purpose of pursuing this firm is due to meet the requirements of the State of Florida Building Code, which gives authority to the Florida Certified Building Official to review and approve construction building plans based on technical code requirements of the Florida Building Code, National Electric Code, Florida Fire Prevention Code and other referenced standards.

The Main Objectives in pursuit of this agreement are to protect the safety, health, and general welfare of the public through structural strength, stability, sanitation, adequate light and ventilation. This also entails protecting the safety of life and property from hazards attributed to the building environment including alteration, repair, removal, demolition, use and occupancy of buildings, structures, or premises.

Ultimately, the Building Services make sure all buildings are being constructed in accordance with approved plans and all applicable codes.

C.A.P. Government Inc currently provides Building Services to 70+ Municipal Cities in the state of Florida. Some of those currently receiving Building Services from C.A.P. Government Inc, includes:

- City of Pahokee, which is located in Palm Beach County, Florida
  - With a Population of 5,524
- City of Sanibel, which is located in Lee County, Florida
  - With a Population of 6,382
- Village of Islamorada, which is located in Monroe County, Florida
  - With a Population of 7,076
- Town of Fort Myers Beach, which is located in Lee County, Florida
  - With a Population of 5,636
- Town of Pembroke Park, which is located in Broward County, Florida
  - With a Population of 6,260

***\*The population count mentioned is based on the 2020 Census Bureau Data***

C.A.P. Government Inc has agreed to assign the City with one (1) Building Official that will precisely conduct:

- Building Permit Reviews
- Commercial Building Inspections
- Participate as a member of the Technical Review Committee (TRC)
- Interact one on one with both Building Contractors and Residents

The services agreed will enact the ability to:

- Search and View Building Related Permit(s)
- Submit Building Permit Application(s)
- Upload Building Plan(s) and Other Relevant Document(s)
- View Building Permit Status
- Download and Print Approved Document(s)
- Schedule Building Inspection(s)
- Enact access to the assigned Building Official in means of getting questions addressed directly

Advantages of working with C.A.P:

- Brings the City into compliance with state mandates, which is regarding the acceptance and encouragement of digital plan submittal through online interface
- Allows as mandated by the state a more efficient ability for the Owner/Contractor/Applicant to track the status of submittal and even scheduled inspections
- The ability to offer a more one (1) on one (1) approach regarding permit specific questions to both the public and city staff
- Firm offers staff with extensive experience of providing plans review service on behalf of municipalities
- A more cost-effective option for the service that will be received



Dania Pointe Shopping Center



### TECHNOLOGY & INNOVATION

We implement technology to achieve **EFFICIENCY, ACCURACY and TRANSPARENCY.**

CAP is using cutting edge technology to provide electronic plan review (EPR) and remote Inspections. Our remote inspection services keeps projects moving successfully.

These tech-driven services reduce costs, improve compliance, increase turn-around speed and minimize travel times.

### OUR STAFF IS CERTIFIED IN THE FOLLOWING DISCIPLINES:

- » Structural
- » Electrical
- » Building / ADA
- » Plumbing
- » Roofing
- » Fire
- » Mechanical / Gas
- » Floodplain

*"Our goal is to continue providing the professional services to all of our clients and customers. We will be accurate, customer centered, transparent and efficient."*

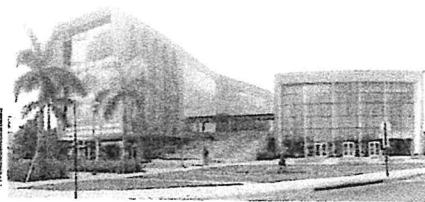
### CAP SERVICES

C.A.P. Government, Inc. (CAP) serves over 70+ Municipalities across Florida.

CAP also provides building department services to six (6) of the more important South Florida Educational Institutions.

We have a staff of over 250+ Professional Engineers, Architects Building Code Administrators, Plans Examiners and Inspectors.

- » Full Building Department
- » Inspections
- » Supplemental
- » Hybrid
- » Emergency Mangement
- » Electronic Plan Review
- » Code Compliance
- » Permit Technicians



FIU Modesto A. Maidique Campus Student Academic Support Center

**Everything  
We Do  
Makes Us  
Who We Are.**

**WHY US?**

- TRANSPARENT
- ACCURATE
- INNOVATIVE  
TECHNOLOGY
- CUSTOMER  
CENTERED
- EFFICIENT

**ABOUT CAP**  
C.A.P. Government, Inc. (CAP)  
was founded on April 10, 1989,  
by Mr. Carlos A. Penin, PE.

CAP operates out of three (3)  
offices in Florida and our clients  
stretch throughout State.

Today CAP is recognized as  
one of the leading firms in  
providing these services!

**WEBSITE**  
capfla.com



**JOIN OUR TEAM!**  
We are Hiring!



**BUILDING DEPARTMENT SERVICES**

DELIVERING PROVEN BUILDING DEPARTMENT SERVICES SINCE 1989

**MIAMI-DADE**  
243 Almonta Avenue  
Coral Gables, FL 33134  
305-448-1711

**BROWARD OFFICE**  
100 SE 12th Street  
Fort Lauderdale, FL 33316  
954-989-9832

**PALM BEACH OFFICE**  
1910 N. Florida Mango Road  
West Palm Beach, FL 33409  
561-508-0615



VILLAGE OF PALM SPRINGS  
 REQUEST FOR PROPOSALS  
 RFP 2023R-002  
 PLAN REVIEW SERVICES

**ATTACHMENT J: REFERENCE FORM**

RFP Number & Title: 2023R-002 Plan Review Services

Reference: City of Greenacres  
 (Company Name providing Reference)

Name/Title: Denise Malone, Director of Development and Neighborhood Services  
 (Name and Title of Person providing Reference)

Project/Service: Inspections and Building Services  
 (Project/Service which references are being provided)

Project Manager: Denise Malone, Director of Development and Neighborhood Services  
 (Project for which references are being provided)

Telephone: (561) 642-2054

Fax: \_\_\_\_\_

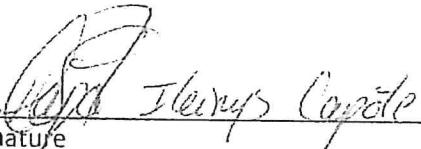
Describe the scope of work of the contract awarded by your company/agency to this contractor:

No.	Questions	Rating	Comments
1.	Rate the level of commitment of the firm to your project. Did they devote the time and management staff necessary for successful and timely work?	5	They have the ability to provide plan reviews, inspectors, Building Official. All your City needs in one place.
2.	Rate the quality of customer service and the competence and accessibility of the personnel.	5	Always trying to get things done in a timely matter. One phone call or email away.
3.	Rate how well the firm listened and understood the specific needs of your organization.	4	Every time we need them to correct something, field inspections, comments to be more clear for owner builders customers, they understand and correct as per the City request.
4.	Rate how well the firm met the major schedule milestones for the project.	5	When we need to schedule last minute inspections they always get them done.
5.	Rate the firm's success at minimizing and controlling potential mistakes.	4	They try to resolve any concerns or issues as quickly as possible. Provide good communication and coordination.
6.	Rate the overall quality of the work.	5	Overall, they've been very helpful with all our City needs and goals.

VILLAGE OF PALM SPRINGS  
 REQUEST FOR PROPOSALS  
 RFP 2023R-002  
 PLAN REVIEW SERVICES

7.	Rate the technical competence of the firm and its personnel.	4	They provide their suggestions from their experiences. We have found CAP to be knowledgeable and applies the Building Code provisions consistently.
8.	Rate the integrity and professionalism of the firm.	5	Very professional.
9.	If you have a similar contract to undertake in the future, would the firm be considered?  Yes - No	Yes	

Rating: 1= Poor    2= Fair    3= Average    4= Good    5= Excellent

  
 Signature \_\_\_\_\_ Date 5/18/23

VILLAGE OF PALM SPRINGS  
 REQUEST FOR PROPOSALS  
 RFP 2023R-002  
 PLAN REVIEW SERVICES

**ATTACHMENT J: REFERENCE FORM**

RFP Number & Title: 2023R-002 Plan Review Services

Reference: Village of Wellington  
 (Company Name providing Reference)

Name/Title: Matt Mills, Chief Building Inspector  
 (Name and Title of Person providing Reference)

Project/Service: Planning, Zoning and Building Inspection Services  
 (Project/Service which references are being provided)

Project Manager: Matt Mills, Chief Building Inspector  
 (Project for which references are being provided)

Telephone: (561) 753-2507 Fax: \_\_\_\_\_

Describe the scope of work of the contract awarded by your company/agency to this contractor:

No.	Questions	Rating	Comments
1.	Rate the level of commitment of the firm to your project. Did they devote the time and management staff necessary for successful and timely work?	5	Responds very well to staffing needs
2.	Rate the quality of customer service and the competence and accessibility of the personnel.	4	Great service and accessibility
3.	Rate how well the firm listened and understood the specific needs of your organization.	5	Responds well to requests for adjustments
4.	Rate how well the firm met the major schedule milestones for the project.	5	Makes every effort to meet scheduling
5.	Rate the firm's success at minimizing and controlling potential mistakes.	4	
6.	Rate the overall quality of the work.	5	Commitment to our contract is excellent



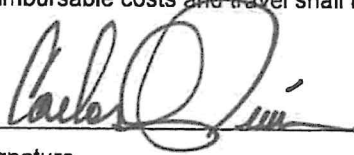
**BID FORM  
IFB NO. 09-0-2021/SZ  
OUTSIDE PLAN REVIEW AND BUILDING INSPECTOR SERVICES  
SHEET 2 OF 2**

Complete for all positions for which you can provide. This will be a multiple vendor award contract.

POSITION	HOURLY RATES
Building Inspector*	\$80.00
Plans Examiner*	\$90.00
Building Official*	\$100.00
Fire Inspector*	\$ 80.00
Fire Examiner*	\$ 90.00
Permit Technician*	\$ 45.00

\* NOTE:

- Position as identified in the Scope of Work and Job Description (Attachment A)
- Reimbursable costs and travel shall be included in all hourly rates.



Authorized Signature

Carlos A. Penin, PE

Printed Name & Title

C.A.P. Government, Inc.

Company

01/26/2021

Date

## **CONTRACT FOR SERVICES**

THIS CONTRACT is entered on 27th day of June, 2024, by and between the **Village of North Palm Beach**, a Florida municipal corporation (“Village”) and **C.A.P. Government, Inc.**, a Florida corporation (“Contractor”).

### **RECITALS**

**WHEREAS**, the Village issued a Request for Proposals for Building Department Services (“RFP”), and Contractor submitted a Proposal in response to the RFP; and

**WHEREAS**, the Village wishes to retain the services of Contractor, and Contractor has agreed to provide Building Department Services to the Village in accordance with its Proposal and pursuant to the terms and conditions of this Contract.

**NOW, THEREFORE**, in consideration of the premises and mutual covenants herein contained, the sufficiency of which is hereby acknowledged by the parties, the Village and the Contractor agree as follows:

**SECTION 1: INCORPORATION OF RECITALS.** The foregoing Recitals are incorporated into this Contract as true and correct statements.

**SECTION 2: CONTRACTOR’S SERVICES AND COMPENSATION.** Contractor shall provide Building Department Services to the Village on an as needed, non-exclusive basis as directed by the Building Official and as described in the RFP for Building Department Services. Both the RFP and Contractor’s Proposal are hereby incorporated herein by reference. The Village shall compensate Contractor for services performed in accordance with the rate schedule attached hereto as Exhibit “A” and incorporated herein by reference.

**SECTION 3: INDEPENDENT CONTRACTOR RELATIONSHIP.** No relationship of employer or employee is created by this Contract, it being understood that Contractor will act hereunder as an independent contractor and none of Contractor’s, officers, directors, employees, independent contractors, representatives, or agents performing services for Contractor pursuant to this Contract shall have any claim under this Contract or otherwise against the Village for compensation of any kind under this Contract. The relationship between the Village and Contractor is that of independent contractors, and neither shall be considered a joint venturer, partner, employee, agent, representative or other relationship of the other for any purpose expressly or by implication.

**SECTION 4: TERM, TIME, AND TERMINATION.**

a. **Term.** The term of this Contract shall commence upon the approval of this Contract by the Village and shall continue for a five (5) year term or until either party terminates this Contract as set forth herein. This Contract may be extended for two (2) additional one-year terms upon mutual consent of Contractor and the Village Manager and approval by the Village Council.

b. **Time for Completion.** Time is of the essence in the performance of this Contract. Upon direction from the Building Official, Contractor shall at all times carry out its duties and responsibilities as expeditiously as possible.

c. Force Majeure. Neither party hereto shall be liable for its failure to perform hereunder due to any circumstances beyond its reasonable control, such as acts of God, wars, riots, national emergencies, sabotage, strikes, labor disputes, accidents, and governmental laws, ordinances, rules, or regulations. The Contractor or Village may suspend its performance under this Contract as a result of a force majeure without being in default of this Contract, but upon the removal of such force majeure, the Contractor or Village shall resume its performance as soon as is reasonably possible. Upon the Contractor's request, the Village shall consider the facts and extent of any failure to perform the services and, if the Contractor's failure to perform was without its or its subcontractors' fault or negligence, the schedule and/or any other affected provision of this Contract may be revised accordingly, subject to the Village's rights to change, terminate, or stop any or all of the services at any time. No extension shall be made for delay occurring more than three (3) days before a notice of delay or claim therefore is made in writing to the Village. In the case of continuing cause of delay, only one (1) notice of delay or claim is necessary.

d. Termination. Either party may terminate this Contract at any time with or without cause by giving not less than ten (10) days' written notice of termination.

e. Early Termination. If this Contract is terminated before the completion of all services by the Contractor, the Contractor shall:

1. Stop services on the date and to the extent specified including without limitation services of any subcontractors; and
2. Transfer all work in progress, completed work, and other materials related to the terminated services to the Village in the format acceptable to Village.

f. Effect of Termination. Termination of this Contract shall not affect any rights, obligations, and liabilities of the parties arising out of transactions which occurred prior to termination. Notwithstanding the foregoing, the parties acknowledge and agree that the Village is a municipal corporation and political subdivision of the state of Florida, and as such, this Contract is subject to budgeting and appropriation by the Village of funds sufficient to pay the costs associated herewith in any fiscal year of the Village. Notwithstanding anything in this Contract to the contrary, in the event that no funds are appropriated or budgeted by the Village's governing board in any fiscal year to pay the costs associated with the Village's obligations under this Contract, or in the event the funds budgeted or appropriated are, or are estimated by the Village to be, insufficient to pay the costs associated with the Village's obligations hereunder in any fiscal period, then the Village will notify Contractor of such occurrence and either the Village or Contractor may terminate this Contract by notifying the other in writing, which notice shall specify a date of termination no earlier than twenty-four (24) hours after giving of such notice. Termination in accordance with the preceding sentence shall be without penalty or expense to the Village of any kind whatsoever; however, Village shall pay Contractor for all services performed under this Contract through the date of termination.

## **SECTION 5: COMPENSATION**

a. Payments. The Village agrees to compensate the Contractor in accordance with the rate schedule set forth in Exhibit "A." **The total compensation payable by the Village to Contractor during any fiscal year shall not exceed Fifty Thousand Dollars (\$50,000.00).** The

Village shall not reimburse the Contractor for any additional costs incurred as a direct or indirect result of Contractor providing services to the Village under this Contract which exceed the amount set forth above, unless prior written approval has been obtained by the Contractor.

b. Invoices. Contractor shall render monthly invoices to the Village for services that have been rendered in conformity with this Contract in the previous month. The invoices shall specify the services performed and the time spent on the same. All reimbursable expenses shall also be clearly identified on the invoice with supporting documentation. Invoices will normally be paid within thirty (30) days following the Village's receipt of the Contractor's invoice.

**SECTION 6: INDEMNIFICATION.**

a. The Contractor, its officers, employees and agents shall indemnify and hold harmless the Village, including its officers and employees from liabilities, damages, losses, and costs, including but not limited to, reasonable attorney's fees (at the trial and appellate levels), to the extent caused by the negligence, recklessness or intentionally wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of the services under this Contract. The Village agrees to be responsible for its own negligence.

b. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against either the Village or the Contractor, nor shall this Contract be construed as a waiver of sovereign immunity for the Village beyond the waiver provided in section 768.28, Florida Statutes.

**SECTION 7: COMPLIANCE AND DISQUALIFICATION.** Each of the parties agrees to perform its responsibilities under this Contract in conformance with all laws, regulations and administrative instructions that relate to the parties' performance of this Contract.

**SECTION 8: PERSONNEL.** The Contractor represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the Village. All of the services required hereunder shall be performed by the Contractor or under its supervision, and all personnel engaged in performing the services shall be fully qualified and authorized or permitted under federal, state, and local law to perform such services.

**SECTION 9: SUBCONTRACTORS.** The Village reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and approve all qualifications of any subcontractor in order to make a determination as to the capability of the subcontractor to perform properly under this Contract. All subcontractors providing professional services to the Contractor under this Contract will also be required to provide their own insurance coverage identical to those contained in this Contract. In the event that a subcontractor does not have insurance or does not meet the insurance limits as stated in this Contract, Contractor shall indemnify and hold harmless the Village for any claim in excess of the subcontractor's insurance coverage, arising out of the negligent acts, errors, or omissions of the subcontractor. Contractor shall not charge an administrative fee or surcharge on any subcontractor's services; all subcontractor costs shall be a direct pass-through cost to the Village.

**SECTION 10: FEDERAL AND STATE TAX.** The Village is exempt from payment of Florida State Sales and Use Tax. The Contractor is not authorized to use the Village’s Tax Exemption Number.

**SECTION 11: INSURANCE.**

a. Prior to commencing any services, the Contractor shall provide proof of insurance coverage as required hereunder. Such insurance policy(s) shall be issued by the United States Treasury or insurance carriers approved and authorized to do business in the State of Florida, and who must have a rating of no less than “excellent” by A.M. Best or as mutually agreed upon by the Village and the Contractor. All such insurance policies may not be modified or terminated without the express written authorization of the Village.

<u>Type of Coverage</u>	<u>Amount of Coverage</u>
Professional liability/ Errors and Omissions	\$1,000,000 per occurrence
Commercial general liability (Products/completed operations Contractual, insurance broad form property, Independent Contractor, personal injury)	\$1, 000,000 per occurrence  \$2,000,000 annual aggregate
Automobile (owned, non-owned, & hired)	\$500,000 per occurrence
Worker’s Compensation	\$ statutory limits

b. The commercial general liability and automobile policies will name the Village as an additional insured and proof of all insurance coverage shall be furnished to the Village by way of an endorsement to same or certificate of insurance prior to the provision of services. The certificates shall clearly indicate that the Contractor has obtained insurance of the type, amount, and classification as required for strict compliance with this section. Failure to comply with the foregoing requirements shall not relieve Contractor of its liability and obligations under this Contract.

c. Contractor hereby waives any and all rights to subrogation against the Village, its officers, employees, and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then Contractor shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which a condition to the policy specifically prohibits such an endorsement, or voids coverage should Contractor enter into such an agreement on a pre-loss basis.

**SECTION 12: SUCCESSORS AND ASSIGNS.** The Village and the Contractor each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party,

in respect to all covenants of this Contract. Except as agreed in writing by all parties, this Contract is not assignable.

**SECTION 13: GOVERNING LAW, VENUE AND REMEDIES.** This Contract shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Contract will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

**SECTION 14: WAIVER OF JURY TRIAL.** TO ENCOURAGE PROMPT AND EQUITABLE RESOLUTION OF ANY LITIGATION, EACH PARTY HEREBY WAIVES ITS RIGHTS TO A TRIAL BY JURY IN ANY LITIGATION RELATED TO THIS CONTRACT.

**SECTION 15: ACCESS AND AUDITS.** The Contractor shall maintain adequate records to justify all payments made by the Village under this Contract for at least three (3) years after completion of this Contract and longer if required by applicable federal or state law. The Village shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the Contractor's place of business. In no circumstances will Contractor be required to disclose any confidential or proprietary information regarding its products and service costs.

**SECTION 16: NONDISCRIMINATION.** The Contractor warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.

**SECTION 17: AUTHORITY TO PRACTICE.** The Contractor hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business and provide the services required under this Contract, and that it will at all times conduct its business and provide the services under this Contract in a reputable manner. Proof of such licenses and approvals shall be submitted to the Village upon request.

**SECTION 18: SEVERABILITY.** If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, to remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

**SECTION 19: CONVICTED VENDOR LIST/BOYCOTT OF ISRAEL.** As provided in section 287.135, Florida Statutes, the Contractor certifies that it and any authorized subcontractors are not participating in a boycott of Israel. The Contractor further certifies that it and its affiliates have not been placed on the Convicted Vendor List under section 287.133, Florida Statutes. The Village and the Contractor agree that the Village shall have the right to immediately terminate this Contract if the Contractor, its authorized subcontractors or affiliates are placed on the Scrutinized Companies that Boycott Israel List, are engaged in a boycott of Israel, or are placed on the Convicted Vendor List maintained by the State of Florida.

**SECTION 20: NOTICE.** All notices required in this Contract shall be sent by hand-delivery, certified mail (RRR), or by nationally recognized overnight courier, and if sent to the VILLAGE shall be sent to:

Village of North Palm Beach  
Attn: Village Manager  
501 US Highway 1  
North Palm Beach, FL 33408

and if sent to the Contractor, shall be sent to:

C.A.P. Government, Inc.  
Attn: Carlos A. Penin, President  
343 Almeria Avenue  
Coral Gables, FL 33134

The foregoing names and addresses may be changed if such change is provided in writing to the other party. Notice shall be deemed given upon receipt.

**SECTION 21: ENTIRETY OF CONTRACT.** The Village and the Contractor agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto.

**SECTION 22: WAIVER.** Failure of a party to enforce or exercise any of its right(s) under this Contract shall not be deemed a waiver of that parties' right to enforce or exercise said right(s) at any time thereafter.

**SECTION 23: PREPARATION AND NON-EXCLUSIVE.** This Contract shall not be construed more strongly against either party regardless of who was more responsible for its preparation. This is a non-exclusive Contract and the Village reserves the right to contract with individuals or firms to provide the same or similar services.

**SECTION 24: MATERIALITY.** All provisions of the Contract shall be deemed material. In the event Contractor fails to comply with any of the provisions contained in this Contract or exhibits, amendments and addenda attached hereto, said failure shall be deemed a material breach of this Contract and Village may at its option provide notice to the Contractor to terminate for cause.

**SECTION 25: LEGAL EFFECT.** This Contract shall not become binding and effective until approved by the Village. The Effective Date is the date this Contract is executed by the Village.

**SECTION 26: NOTICE OF COMPLAINTS, SUITS, AND REGULATORY VIOLATIONS.** Each party will promptly notify the other of any complaint, claim, suit, or cause of action threatened or commenced against it which arises out of or relates, in any manner, to the performance of this Contract. Each party agrees to cooperate with the other in any investigation

either may conduct, the defense of any claim or suit in which either party is named, and shall do nothing to impair or invalidate any applicable insurance coverage.

**SECTION 27: SURVIVABILITY.** Any provision of this Contract which is of a continuing nature or imposes an obligation which extends beyond the term of this Contract shall survive its expiration or earlier termination.

**SECTION 28: COUNTERPARTS.** This Contract may be executed in one or more counterparts, each of which shall be deemed an original, and will become effective and binding upon the parties as of the effective date at such time as all the signatories hereto have signed a counterpart of this Contract.

**SECTION 29: PALM BEACH COUNTY IG.** In accordance with Palm Beach County ordinance number 2011-009, the CONTRACTOR acknowledges that this Contract may be subject to investigation and/or audit by the Palm Beach County Inspector General. The CONTRACTOR has reviewed Palm Beach County ordinance number 2011-009 and is aware of its rights and/or obligations under such ordinance.

**SECTION 30: CONTRACT DOCUMENTS AND CONTROLLING PROVISIONS.** This Contract consists of this Contract and Exhibit, the Request for Proposals, and the Contractor's Proposal. The parties agree to be bound by all the terms and conditions set forth in the aforementioned documents. To the extent that there exists a conflict among the terms of the documents, such conflict shall be resolved in the following Order: this Contract and Exhibit, the Request for Proposals, and the Contractor's Proposal. Wherever possible, the provisions of such documents shall be construed in such a manner as to avoid conflicts between provisions of the various documents.

**SECTION 31: OWNERSHIP OF DELIVERABLES.** The deliverables, work product, specifications, calculations, supporting documents, or other work products prepared by Contractor pursuant to this Contract shall become the property of the Village upon delivery. The Contractor may keep copies or samples thereof and shall have the right to use the same. The Village accepts sole responsibility for the reuse of any such documents in a manner other than as initially intended or for any use of incomplete documents.

**SECTION 32: REPRESENTATIONS AND BINDING AUTHORITY.** By signing this Contract, on behalf of the Contractor, the undersigned hereby represents to the Village that he or she has the authority and full legal power to execute this Contract and any and all documents necessary to effectuate and implement the terms of this Contract on behalf of the Contractor for whom he or she is signing and to bind and obligate such party with respect to all provisions contained in this Contract.

**SECTION 33: PUBLIC RECORDS.** The Contractor shall comply with Florida's Public Records Act, Chapter 119, Florida Statutes, and, if determined to be acting on behalf of the Village as provided under section 119.011(2), Florida Statutes, specifically agrees to:

- (a) Keep and maintain public records required by the Village to perform the service.

(b) Upon request from the Village's custodian of public records or designee, provide the Village with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Contract and following completion of this Contract if the Contractor does not transfer the records to the Village.

(d) Upon completion of this Contract, transfer, at no cost, to the Village all public records in possession of the Contractor or keep and maintain public records required by the Village to perform the service. If the Contractor transfers all public records to the Village upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Village, upon request from the Village's custodian of public records or designee, in a format that is compatible with the information technology systems of the Village.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE VILLAGE OF NORTH PALM BEACH AT: (561) 841-3355; [NPBCLERK@VILLAGE-NPB.ORG](mailto:NPBCLERK@VILLAGE-NPB.ORG); OR 501 U.S. HIGHWAY ONE, NORTH PALM BEACH, FL 33408.**

**SECTION 34: NO THIRD-PARTY BENEFICIARIES.** There are no third party beneficiaries under this Contract.

**SECTION 35: E-VERIFY.** Contractor warrants and represents that Contractor and all sub-Contractors are in compliance with Section 448.095, Florida Statutes, as may be amended. The Contractor has registered to use, and shall continue to use, the E-Verify System (E-Verify.gov) to electronically verify the employment eligibility of newly hired employees and has received an affidavit from each sub-Contractor stating that the sub-Contractor does not employ, contract with or subcontract with an unauthorized alien. If the Village has a good faith belief that the Contractor has knowingly violated Section 448.09(1), Florida Statutes, the Village shall terminate this Contract pursuant to Section 448.095(2), Florida Statutes, as may be amended. If the Village has a good faith belief that a sub-Contractor has knowingly violated Section 448.09(1), Florida Statutes, but the Contractor has otherwise complied, it shall notify the Contractor, and the Contractor shall immediately terminate its agreement with the sub-Contractor.

IN WITNESS WHEREOF, the parties hereto have made and executed this Contract for Services as of the day and year set forth above.

**VILLAGE OF NORTH PALM BEACH:**

By: \_\_\_\_\_  
Charles D. Huff, Village Manager

**CONTRACTOR:  
C.A.P. GOVERNMENT, INC.**

By: \_\_\_\_\_  
DocuSigned by:  
*Carlos A. Penin*  
Print Name: Carlos A. Penin  
Title: President

**EXHIBIT "A"**

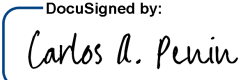
**HOURLY RATES**

Building Official	\$97.50
Building Inspector	\$82.50
Plan Reviewer	\$90.00
Permit Technician	\$45.00

**AFFIDAVIT**

1. I am over 18 years of age and otherwise competent to affirm the matters set forth in this Affidavit, which are based on my personal knowledge.
2. I am an officer or authorized representative of **C.A.P. Government, Inc.**
3. **C.A.P. Government, Inc.** does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.

Under the penalties of perjury, I declare that I have read the foregoing affidavit and that the facts stated in it are true.

By:  \_\_\_\_\_  
Print Name: Carlos A. Penin  
Title: President



## City of Bunnell, Florida

### Agenda Item No. H.2.

Document Date: 03/26/2026 Amount: 25875  
Department: Infrastructure Account #: 401.0533.533.3400  
Subject: Request for piggyback Longboat Key contract IFB 24091 and approval of purchase order for fire flow testing with R M Services  
Agenda Section: **New Business:**

#### **ATTACHMENTS:**

##### Description

R&M Mutual Consent Agreement #2026-02.pdf  
ADA Longboat Key\_IFB24-091.pdf  
ADA BID DOCUMENT - IFB 19-091 - FIRE HYDRANT.pdf  
ADA BID TAB Long Boat Key IFB 19-091, R&M 974,464.00 08262024.pdf  
ADA Long Boat Key IFB-24-091- Recommend Award R&M 08302024.pdf  
ADA Longboat Key IFB-24-091-0-2024 PO 25-01624 \$75K 12052024.pdf  
ADA Fire Flow - Hydrant Maintenance Quote.pdf

#### **Summary/Highlights:**

Infrastructure is seeking approval to piggyback contract IFB 24091 and approval for a purchase order for fire flow testing. This will ensure continued reliability and regulatory compliance of the City's fire hydrant system. Fire flow testing allows the City to maintain sufficient flow and reduce the risk of failure during emergencies, including insurance compliance with Insurance Services Office (ISO).

#### **Background:**

Fire hydrants are critical infrastructure assets that require ongoing inspections and testing to function properly. The City currently maintains numerous hydrants, all which are in need of flow testing to ensure Insurance Services Office (ISO) requirements are met and flow is sufficient for public fire protection. With contract IFB 24091 and the purchase order for fire flow testing all fire hydrants will be tested for

#### **Staff Recommendation:**

Approve piggyback contract and purchase order with R M Services for fire flow testing

#### **City Attorney Review:**

Approved for agenda

**Finance Department Review/Recommendation:**

Approve piggyback contract and purchase order with R M Services for fire flow testing

**City Manager Review/Recommendation:**

Approved.

**MUTUAL CONSENT AGREEMENT #2026-02 FOR  
FIRE HYDRANT MAINTENANCE, REPAIR AND  
REPLACEMENT SERVICES BETWEEN R & M SERVICE SOLUTIONS AND  
CITY OF BUNNELL, FLORIDA**

**THIS AGREEMENT** is made and entered into by and between R & M Service Solutions, ("Contractor"), whose address is 7256 West Port Place, and the City of Bunnell ("City of Bunnell"), a municipal corporation organized and existing under the laws of the State of Florida, whose address is 2400 Commerce Parkway, Bunnell, Florida 32110.

**WHEREAS**, Contractor executed Fire Hydrant Maintenance, Repair, and Replacement Services Contract No. IFB 24-091 ("Contract") with the Town of Longboat Key, Florida effective on 1/3/2025 for a 3-year term; and

**WHEREAS**, the Town of Longboat is a local government unit in the State of Florida and functions as a municipal corporation; and

**WHEREAS**, Section 163.01, Florida Statutes, also referred to as the Florida Interlocal Cooperation Act, permits local governments to cooperate with other localities, on the basis of mutual advantage; and

**WHEREAS**, the City of Bunnell is in of fire hydrant maintenance, repairs, replacement services, including fire flow testing similar to the services Contractor is providing to the Town of Longboat Key, which would provide services to include but not be limited to performing annual fire hydrant maintenance, repair and replacement services testing services in accordance with all applicable local, state, and federal rules;

**WHEREAS**, Section 2-118(b) of the City of Bunnell Code of Ordinances provides that when it is in the best interest of the City, the City may cooperatively purchase from any other government agency, which has competitively bid and awarded any contract for any product or service at the awarded price, if the original bid specifications and award allow it and if the other governmental agency's procurement complies with the City of Bunnell's competitive bid policy; and

**WHEREAS**, a complete copy of the Town of Longboat Key's original Bid/RFP, a copy of the Town of Longboat Key's master agreement, resolution, and required forms has been provided as required by Section 2-118(b) of the City of Bunnell Code of Ordinances; and

**WHEREAS**, the Bunnell City Commission finds Contract No. IFB 24-091 was competitively bid with procedural guarantees of fairness and competitiveness equivalent to those of the City of Bunnell; 2) the Contractor authorized the City of Bunnell to "piggyback" on the competitive pricing provided to the Town of Longboat Key's in Contract No. IFB 24-091; and 3) it is in the best interest of the residents of the City of Bunnell to enter into an agreement with Contractor containing similar terms and

conditions as contained Contract No. IFB 24-091; and

**WHEREAS**, Bunnell City Commission further finds the criteria in Section 2-118(b) of the Bunnell Code of Ordinances is satisfied and the parties hereby agree and consent to “piggyback” on the rates/prices and terms and conditions in Contract No IFB 24-091, including all attachments, addenda, unit prices, and all other applicable documents except as otherwise provided herein.

**NOW THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

**1. Incorporation by Reference.** The foregoing WHEREAS clauses are incorporated by reference.

**2. Standard Terms.** The terms and conditions of Contract No. IFB 24-091, including all attachments, addenda, unit prices, and all other applicable documents except as otherwise provided herein shall by reference constitute the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of Contract No. IFB 24-091 and this Agreement, the terms and conditions contained in this Agreement shall prevail.

Contract IFB 24-091 is approved for a 3 year term, starting 1/3/2025, with 2 optional, 1 year renewals.

**3. Public Records Compliance.** Contractor agrees that, to the extent that it may "act on behalf" of the City within the meaning of Section 119.0701(1)(a), Florida Statutes in providing its services under this Agreement, it shall:

- (a) Keep and maintain public records required by the public agency to perform the service.
- (b) Upon request from the public agency’s custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- (d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored

electronically must be provided to the public agency, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

- (e) Pursuant to Section 119.0701(2)(a), Fla. Stat., **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, CITY OF BUNNELL, CITY CLERK, AT 201 W. MOODY BLVD, BUNNELL, FLORIDA 32110.**

**4. Public Records Compliance Indemnification.** Contractor agrees to indemnify and hold the City of Bunnell harmless against any and all claims, damage awards, and causes of action arising from Contractor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by Contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes the City of Bunnell to seek declaratory, injunctive, or other appropriate relief against Contractor in Flagler County Circuit Court on an expedited basis to enforce the requirements of this term.

**5. Compliance/Consistency with Section 768.28, Fla. Stat.** Any indemnification provided by the City of Bunnell specified in the Agreement shall not be construed as a waiver of the City of Bunnell's sovereign immunity and shall be limited to such indemnification and liability limits consistent with the requirements of Section 768.28, Fla. Stat. and subject to the procedural requirements set forth therein. Any other purported indemnification by the City of Bunnell in the Agreement in derogation hereof shall be void and of no force or effect.

**6. Insurance.** The City of Bunnell shall be substituted for the Town of Longboat Key in all insurance matters contained in Section 5 of Contract No. IFB 24-091 and specifically listed as an additional insured on all required insurance policies. The Certificate of Insurance shall designate the City of Bunnell as a certificate holder as follows:

City of Bunnell  
Attention: City Manager  
2400 Commerce Parkway  
Bunnell, FL 32110

**7. Notice.** Notice, as addressed in Section 5 of Contract No. IFB 24-091, when required to be provided to the City of Bunnell shall be provided to the City Manager.

**8. Payment.** The City of Bunnell shall pay Contractor in accordance with the City of Bunnell's finance policy and Florida law at the rates contained in Contract No IFB 24-091.

**9. Mediation.** Each party shall pay for any costs it incurs related to mediation, with the exception of the fee for the mediator's services, which shall be paid equally by both parties. Neither party shall be responsible for payment of a mediator's travel expenses unless otherwise agreed to in writing.

**10. Venue and Jurisdiction.** Notwithstanding any of other provision to the contrary, this Agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the State of Florida, without reference to conflict of law principles. As a material condition of this Agreement, each Party hereby irrevocably and unconditionally consents to submit and does submit to the jurisdiction of the Circuit Court in and for Flagler County, Florida for any actions, suits or proceedings arising out of or relating to this Agreement.

**11. Contact Person.** The primary contact person under this Agreement for the City of Bunnell shall be:

Dustin Vost, Infrastructure Director  
[dvost@bunnellcity.us](mailto:dvost@bunnellcity.us)  
386-437-7515

**12. E-Verify Compliance.** Contractor affirmatively states, under penalty of perjury, that in accordance with Section 448.095, Fla. Stat., Contractor is registered with and uses the E-Verify system to verify the work authorization status of all newly hired employees, that in accordance with such statute, Contractor requires from each of its subcontractors an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, and that Contractor is otherwise in compliance with Sections 448.09 and 448.095, Fla. Stat.

**13. Compliance/Consistency with Scrutinized Companies Provisions of Florida Statutes.** Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria.

Accordingly, Contractor hereby certifies that Contractor is not listed on any of the following: (i) the Scrutinized Companies that Boycott Israel List, (ii) Scrutinized Companies with Activities in Sudan List, or (iii) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Contractor further hereby certifies that

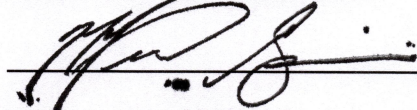
Contractor is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. Contractor understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Contractor to civil penalties, attorney's fees, and/or costs. Contractor further understands that any contract with City for goods or services of any amount may be terminated at the option of City if Contractor (i) is found to have submitted a false certification, (ii) has been placed on the Scrutinized Companies that Boycott Israel List, or (iii) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the contract is one million dollars (\$1,000,000) or more, the contract may be terminated at the option of City if the company is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria.

**IN WITNESS WHEREOF**, the parties hereto have executed and delivered this instrument on the days and year indicated below and the signatories below to bind the parties set forth herein.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

**IN WITNESS WHEREOF**, the parties hereto have executed and delivered this instrument on the days and year indicated below and the signatories below to bind the parties set forth herein.

**R & M Service Solutions.**

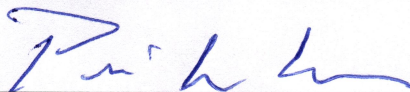


Print Name: Michael George

Title: General Manager/Owner

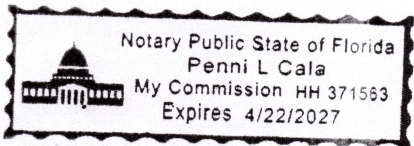
STATE OF Florida  
COUNTY OF Pasco

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 25th day of March, 2026, by Michael George of R&M Service Solutions, LLC, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.



Signature of Notary Public - State of Florida

Penni L. Cala HH 371563  
Printed/Typed/Stamped Name of Notary  
My commission expires: 04/22/2027



**CITY OF BUNNELL**

Catherine D. Robinson, Mayor

Date: April 13<sup>th</sup>, 2026

Approved as to Legal Form

Vose Law Firm, City Attorney

**ATTEST:**

Kristen Bates MMC, City Clerk  
Seal:

Bunnell Piggyback  
R & M Services 2026-02

<b>To:</b>	Howard
<b>From:</b>	Kari
<b>Date:</b>	1/3/2025
<b>Subject:</b>	Signature approval

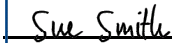
Howard,

Attached for your signature is an annual agreement for fire hydrant maintenance and repair. The initial term is for 3-years with 2 optional renewals.

.

Thank you-  
Kari

---

DocuSigned by:  
  
FINANCE

401.30.52.546.4604

Bal \$93,722

401.30.52.546.4604

## TOWN OF LONGBOAT KEY

### AGREEMENT

#### FOR

### IFB 24-091 FIRE HYDRANT MAINTENANCE, REPAIR AND REPLACEMENT SERVICES

This **AGREEMENT** for annual fire hydrant maintenance, repair and replacement services (hereinafter "Agreement") is entered into by and between the Town of Longboat Key, 501 Bay Isles Road, Longboat Key, FL 34228, a political subdivision of the State of Florida (hereinafter "Town") and **R&M Service Solutions, LLC** whose address is 7256 West Port Place., West Palm Beach, Florida 33413 and whose Federal Employer Identification Number is 27-1422665, (hereinafter "Contractor"), as of the latest date appearing on the signature lines below.

**WHEREAS**, the Town desires to retain the services of a competent and qualified contractor to provide services to include but not be limited to performing annual fire hydrant maintenance, repair and replacement services testing services in accordance with all applicable local, state, and federal rules; and,

**WHEREAS**, the Town has solicited for these services via IFB 24-091 Fire Hydrant Maintenance, Repair and Replacement Services, an advertised invitation for bid; and,

**WHEREAS**, after review and consideration of all responsive bids to IFB 24-091, the Town intends to engage the Contractor to provide the services; and

**WHEREAS**, the Contractor is agreeable to providing the Town the services and represents that it is capable and prepared to do so;

**NOW, THEREFORE**, in consideration of the promises contained herein, the parties hereby agree, as follows:

#### **SECTION 1.0 –SERVICES TO BE PERFORMED BY THE CONTRACTOR**

1.1 The Town does hereby retain the Contractor to furnish, provide and perform the services (collectively, the "Services") described in the Scope of Work and the Town's Invitation For Bid, IFB 24-091, to include all attachments and addenda, and in the Contractor's response thereto (collectively, "IFB 24-091" is attached hereto as a composite "Exhibit A" and made a part of this Agreement).

#### **SECTION 2.0 –COMPENSATION**

##### **2.1 General**

2.1.1 The Town shall pay the Contractor in accordance with "Exhibit B, Bid Form", which is attached hereto and made a part of this Agreement. Payment to the Contractor will be made only for the actual quantities of services performed.

2.1.2 All of the Contractor's invoices shall be accompanied by service and location records for all billable items appearing on the invoice. Additional supporting documents may be requested by the Town and, if so requested, shall be furnished by the Contractor to the Town's Finance Director's satisfaction. These include, but are not limited to, reimbursable expenses as outlined in Section 2.2 of this Agreement.

2.1.3 The Contractor's Project Manager or any authorized officer shall attest to the correctness and accuracy of all charges and requested reimbursements.

2.1.4 Each individual invoice shall be due and payable in accordance with the State of Florida Prompt Payment Act, Chapter 218, Florida Statutes. All invoices shall be delivered to:

Town of Longboat Key  
Attention: Accounts Payable  
501 Bay Isles Road  
Longboat Key, FL. 34228

2.1.5 In order for both parties to close their books and records, the Contractor will clearly state "Final Invoice" on the Contractor's final billing for the Services rendered to the Town. The Contractor's submission of a Final Invoice is its certification that all of its Services have been properly performed and all charges and costs have been invoiced to the Town. Upon receipt of the Final Invoice, the account will be closed, and the Contractor shall be deemed to have waived any further charges not properly included on the Final Invoice.

2.1.6 Intentional misrepresentations of billable items and reimbursable expenses will be pursued to the fullest extent of the law.

## **2.2 Reimbursable Expenses**

2.2.1 All of the Contractor's requests for payment of "out-of-pocket" expenses eligible for reimbursement under the terms of this Agreement shall be reimbursed per the Town's Reimbursable Fee Schedule that is attached hereto as "Exhibit C" and made a part of this Agreement. "Reimbursable Expenses" are the actual, pre-approved expenses incurred directly in connection with the tasks the Town has requested. Reimbursable Expenses will be reimbursed by the Town at cost, but not to exceed the amounts listed, as applicable, on Exhibit C. The Contractor's request for payment shall include copies of paid receipts, invoices or other documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Services performed in accordance with this Agreement.

2.2.2 All assets (durable goods) purchased as Reimbursable Expenses become the property of the Town upon completion of the Services for which the asset was utilized. All such assets must be surrendered by delivery to the Town immediately upon (i) demand, (ii) termination of this Agreement, or (iii) the conclusion of the project, whichever event occurs first.

2.2.3 It is the responsibility of the Contractor to maintain a current inventory of all such assets.

## **SECTION 3.0 – CONTRACTOR'S REPRESENTATIONS**

In order to induce Town to enter into this Agreement, Contractor makes the following representations, upon which the Town has actually and justifiably relied:

3.1 That Contractor has examined and carefully studied all applicable documents, and that Contractor has the experience, expertise, and resources to perform all required Services.

3.2 That Contractor has at least a fair representative sample of the Services and is satisfied as to the general and common conditions that may affect cost, progress, performance or furnishing of the Services that may be performed pursuant to this Agreement.

3.3 That Contractor is familiar with and can and shall comply with all federal, state, and local laws and regulations, if any, that may affect cost, progress, performance, and furnishing of the Services to be performed pursuant to this Agreement.

3.4 The Contractor is a Florida Limited Liability Company registered and in good standing under the laws of the State of Florida with full right and authority to do business within the State of Florida.

3.5 The Contractor has the full right and authority to enter into this Agreement and perform its obligation in accordance with its term.

3.6 The Contractor now has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

3.7 The Contractor shall, at no additional cost to the Town, re-perform those Services which fail to

satisfy the foregoing standard of care, the requirements and standards of this Agreement or which otherwise fail to meet the requirements of this Agreement.

**SECTION 4.0 - ENTIRETY OF AGREEMENT**

4.1 The Town and the Contractor agree that this Agreement sets forth the entire Agreement between the parties with respect to its subject matter, and there are no promises or understandings other than those stated herein.

4.2 This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters or other communications between the Town and the Contractor pertaining to the Services, whether written or oral.

**SECTION 5.0 – INSURANCE**

5.1 The Contractor shall, at its sole cost and expense, procure and maintain throughout the term of this Agreement, insurance coverage in such amounts as required and authorized by Florida law, and will provide endorsed certificates of insurance generated and executed by a licensed insurance broker, brokerage or similar licensed insurance professional evidencing such coverage, and naming the Town as a named, additional insured, as well as furnishing the Town with Certificates of insurance. Said insurance coverages procured by the Contractor as required herein shall be considered, and proposer agrees that said insurance coverages it procures as required herein shall be considered, as primary insurance over and above any other insurance, or self-insurance, available to the Town, and that any other insurance, or self-insurance available to the Town shall be considered secondary to, or in excess of, the insurance coverage(s) procured by the Contractor as required herein.

Nothing herein shall be construed to extend the Town’s liability beyond that provided in Section 768.28, Florida Statutes (F.S.).

5.2 The Contractor is to secure, pay for, and file with the Town, prior to commencing any Services under this Agreement, all certificates for workers’ compensation, public liability, and property damage liability insurance, and such other insurance coverages as may be required by specifications and addenda thereto, in at least the following minimum amounts with specification amounts to prevail if greater than minimum amounts indicated. Notwithstanding any other provision of the Agreement, the Contractor shall provide the minimum limits of liability insurance coverage as follows:

Auto Liability	\$1,000,000	Combined Single Limit
General Liability	\$2,000,000	Aggregate
	\$2,000,000	Products Aggregate
	\$1,000,000	Any One Occurrence
	\$1,000,000	Personal Injury
Additional Umbrella Liability	\$1,000,000	Occurrence / Aggregate
Professional Liability	\$1,000,000	Per Claim / Aggregate

The Contractor shall furnish an original Certificate of Insurance indicating, and such policy providing coverage to, the Town of Longboat Key named as an additional insured on its General Liability and Automobile Liability policies on a PRIMARY and NON- CONTRIBUTORY basis utilizing an ISO standard endorsement at least as broad as CG 2010 (11/85) or its equivalent, (combination of CG 20 10 07 04 and CG 20 37 07 04, providing coverage for completed operations, is acceptable) including a waiver of subrogation clause in favor of the Town on all policies. Contractor will maintain the General Liability and Professional Liability insurance coverages summarized above with coverage continuing in full force, including the additional insured endorsement on the General Liability policy until at least three (3) years beyond completion and delivery of the Services agreed upon herein.

5.3 Notwithstanding any other provision of the Agreement, the Contractor shall maintain complete workers’ compensation coverage for each and every employee, principal, officer, representative, or agent of the Contractor who is performing any labor, services, or material under the Agreement. Further, with respect to Employers’ Liability, Contractor shall additionally maintain the following minimum limits of coverage:

Bodily Injury Each Accident	\$1,000,000
Bodily Injury by Disease Each Employee	\$1,000,000
Bodily Injury by Disease Policy Limit	\$1,000,000

5.4 Contractor’s insurance policies shall be endorsed to give thirty (30) days written notice to the Town in the event of cancellation or material change.

5.5 Contractor will comply with any and all safety regulations required by any agency or regulatory body including but not limited to OSHA. Contractor will notify the Town immediately by telephone at (941) 316-1999 of any accident or injury to anyone that occurs on the Services site and is related to any of the Services being performed by the Contractor.

Nothing herein shall be construed to extend the Town’s liability beyond that provided in Section 768.28, Florida Statutes (F.S.).

**SECTION 6.0 – TERM OF AGREEMENT**

6.1 The term of the Agreement shall be for a three (3)-year period, commencing upon the effective date and remaining in force and effect unless sooner otherwise terminated herein.

6.2 The Town reserves the right to renew this agreement for two (2) additional one (1)-year periods under the same terms and conditions of the original agreement.

**SECTION 7.0 – TERMINATION OF AGREEMENT**

7.1 Termination for Cause: Failure of the Contractor to comply with any of the provisions of this Agreement shall be considered a material breach of contract and shall be cause for immediate termination of this Agreement at the discretion of the Town. In such event, the Town shall issue a Notice of Default to the Contractor specifying the nature of the default and the cure period and terms, if any.

7.2 Termination for Convenience of Town: The Town for any reason may terminate this Agreement at any time by giving at least thirty (30) days written notice to the Contractor. Notwithstanding, the Town may terminate this Agreement immediately upon any lapse in the insurance coverage to be retained by the Contractor, or failure to fulfill any of the insurance requirements as provided herein. In this event, Contractor shall be entitled to compensation for any satisfactory Services completed prior to termination in accordance with this Agreement.

7.3 Termination for Convenience of Contractor: This Agreement may be terminated by the Contractor by either: (a) mutual consent of both parties; or (b) upon ninety (90) days written notice delivered by certified mail, return receipt requested to the Town.

7.4 Effect of Termination: In the event this Agreement is terminated for any reason, finished or unfinished documents, data, studies, correspondence, reports and other products prepared by or for Contractor under this Agreement shall be made available to and for the exclusive use of the Town at no additional cost to the Town. The Contractor shall immediately discontinue all affected Services unless a notice directs otherwise. Unless in dispute or subject to the Town’s remedy, the Contractor shall be paid for Services actually rendered through the date of termination.

**SECTION 8.0 – INDEMNIFICATION AND LIABILITY**

8.1 To the fullest extent permitted by law, the Contractor expressly agrees to indemnify, defend, and hold harmless the Town, its officers, directors, agents, and employees (herein called the “indemnitees”) from any claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorney’s fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and

other rights agreed to in this Section, to persons or property, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor, its sub contractors or persons employed or utilized by them in the performance of the Agreement. Claims by indemnitees for indemnification shall be limited to the amount of Contractor's insurance or one million dollars (\$1,000,000.00) per occurrence, whichever is greater. The parties acknowledge that the amount of the indemnity required hereunder bears a reasonable commercial relationship to the Agreement and it is part of the project specifications or the bid documents, if any.

8.1.1 The Town's review, comment and observation of the Contractor's service and performance of the Agreement shall in no manner constitute a waiver of the indemnification provisions of this Agreement.

8.2 The indemnification obligations under the Agreement shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor under workers' compensation acts, disability benefits acts, or other employee benefits acts, and shall extend to and include any actions brought by or in the name of any employee of the Contractor or of any third party to whom Contractor may subcontract a part or all of the Services. This indemnification shall continue beyond the date of completion of the Services.

8.3 Upon completion of all Services, obligations and duties provided for in this Agreement, or in the event of the termination of this Agreement for any reason, the terms and conditions of this Agreement will survive as if this Agreement were in full force effect.

**SECTION 9.0 – NOTICE**

9.1 All notices required under this Agreement shall be sent by email or certified mail, return receipt requested, and if sent to the Town, shall be mailed to:

Howard Tipton, Town Manager  
501 Bay Isles Road  
Longboat Key, FL 34228-3196  
E-mail: [Htipton@longboatkey.org](mailto:Htipton@longboatkey.org)

With a copy to:

Jessie Camburn, Utilities Manager  
600 General Harris  
Longboat Key, FL 34228  
Email: [Jcamburn@longboatkey.org](mailto:Jcamburn@longboatkey.org)

and

Maggie Mooney, Esq.  
Town Attorney  
6853 Energy Court  
Lakewood Ranch, Florida 34240  
E-mail: [mmooney@flgovlaw.com](mailto:mmooney@flgovlaw.com)

and

The Town's Procurement Manager via e-mail at [Purchasing@longboatkey.org](mailto:Purchasing@longboatkey.org)

As to the Contractor:

Mr. Michael George  
7256 West Port Place  
West Palm Beach, Fl. 33413  
Email: [Mgeorge@rmservicesolutions.com](mailto:Mgeorge@rmservicesolutions.com)

## **SECTION 10.0 – MISCELLANEOUS**

10.1 No assignment by either party to this Agreement of any rights under or interests in this Agreement will be binding on another party hereto without the written consent of the party sought to be bound; and specifically, but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to any assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

10.2 Contractor binds itself, its partners, successors, assigns, and legal representatives to the Town in respect of all covenants, contracts, and obligations contained in this Agreement. No employees, agents, or representatives of the Town are personally or individually bound by this Agreement.

10.3 The laws of the State of Florida shall govern all provisions of this Agreement. In the event the parties to this Agreement cannot resolve a difference with regard to any matter arising herefrom, the disputed matter will be referred to court-ordered mediation pursuant to Section 44.102, F.S. If no agreement is reached, any party may file a civil action and/or pursue all available remedies whether at law or equity. The sole and exclusive forum, venue, and jurisdiction for any action arising from the Agreement shall be in the 12th Judicial Circuit in and for Sarasota County, Florida.

10.4 If any civil action or other legal proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any provision of this Agreement, the successful prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs, and all expenses even if not taxable as court costs (including without limitation, all such fees, costs and expenses incident to mediation, arbitration, appellate, bankruptcy and post-judgment proceedings), incurred in that civil action or legal proceeding, in addition to any other relief to which such party or parties may be entitled. Attorney's fees shall include, without limitation, paralegal fees, investigative fees, administrative costs, and all other charges billed by the attorney to the prevailing party.

10.5 This Agreement shall not be modified or amended except in writing with the same degree of formality with which this Agreement is executed.

10.6 A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other breach of such provision or of any other provisions, nor shall any failure to enforce any provision hereof operate as a waiver of such provision or of any other provisions.

10.7 Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Town and Contractor, who agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

## **SECTION 11.0 – PUBLIC RECORDS**

11.1 Pursuant to applicable Florida law, the Contractor's records associated with the Agreement hereunder may be subject to Florida's public records laws, Section 119.01, F.S., et seq, as amended from time to time. The Contractor agrees to comply with Florida's public records law by keeping and maintaining public records required by the Town in order to perform the Services. Upon request from the Town's Custodian of Public Records, the Contractor shall provide the Town with copies of or allow access to the requested public records at a cost that does not exceed the cost provided for under Chapter 119, Florida Statutes, or as otherwise provided for by Florida law. The Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not

disclosed excepts as authorized by law for the duration of the term of the Agreement and following completion of the Agreement if the Contractor does not transfer the records to the Town. Upon completion of the Agreement the Contractor shall transfer, at no cost, to the Town all public records in possession of the Contractor or keep and maintain all public records required by the Town to perform the Services. If the Contractor transfers all public records to the Town upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the Town.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE TOWN'S CUSTODIAN OF PUBLIC RECORDS TRISH SHINKLE, TOWN CLERK, AT 501 BAY ISLES ROAD, LONGBOAT KEY, FLORIDA 34228, (941) 316-1999, [TSHINKLE@LONGBOATKEY.ORG](mailto:TSHINKLE@LONGBOATKEY.ORG).**

**SECTION 12.0 – PROHIBITION FOR CONTINGENT FEES**

12.1 The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement and that Contractor has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement." For the breach or violation of this provision, the agency shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the Agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

**SECTION 13.0 – STANDARD OF CARE**

13.1 The Contractor represents to the Town that it has the personnel and experience necessary to perform all Services in a professional and workmanlike manner.

13.2 The Contractor shall exercise the same degree of care, skill, and diligence in the performance of the Services as provided by a professional of like experience, knowledge and resources, under similar circumstances.

13.3 The Contractor shall, at no additional cost to the Town, re-perform all those Services which fails to satisfy the foregoing standard of care or which otherwise fail to meet the requirements of this Agreement.

13.4 The Contractor warrants that all Services shall be performed by skilled and competent personnel to the professional standards in the field.

**SECTION 14.0 - INDEPENDENT CONTRACTOR**

14.1 The Contractor undertakes performance of the Services as an independent contractor and will be wholly responsible for the methods of performance.

14.2 The Contractor shall not pledge the Town's credit or make the Town a guarantor of payment or surety for any contract, debt, obligation, judgment, lien or any form of indebtedness. The Contractor shall have no right to speak for or bind the Town in any manner.

## **SECTION 15.0 - SUBCONTRACTORS**

15.1 The Town reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractor.

15.2 If a subcontractor fails to perform or make progress in providing any of the Services, as required by this Agreement, and the Contractor determines it is necessary to replace the subcontractor to complete any services in a timely fashion, then the Contractor shall promptly do so, subject to the Town's right to approve the new subcontractor. The failure of a subcontractor to timely or properly perform any of its obligations to the Contractor shall not relieve the Contractor of its obligations to the Town under this Agreement.

## **SECTION 16.0 - FORCE MAJEURE**

16.1 The Contractor shall be temporarily excused from performance if an Event of Force Majeure directly or indirectly causes its nonperformance. An "Event of Force Majeure": shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquake, storm, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions. Within five (5) days after the occurrence of an Event of Force Majeure, the Contractor shall deliver written notice to the Town describing the event in reasonably sufficient detail and how the event has precluded the Contractor from performing its obligations hereunder. The Contractor's obligations, so far as those obligations are affected by the Event of Force Majeure, shall be temporarily suspended during, but no longer than, the continuance of the Event of Force Majeure and for a reasonable time thereafter as may be required for the Contractor to return to normal business operations. If excused from performing any obligations under this Agreement due to the occurrence of an Event of Force Majeure, the Contractor shall promptly, diligently, and in good faith take all reasonable action required for it to be able to commence or resume performance of its obligations under this Agreement. During any such time period the Contractor shall keep the Town duly notified of all such actions required for it to be able to commence or resume performance of its obligations under this Agreement.

## **SECTION 17.0 – FEDERAL AND STATE TAXES**

17.1 The Town is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the Town will provide an exemption certificate to the Contractor. The Contractor shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the Town, nor shall the Contractor be authorized to use the Town's Tax Exemption Number in securing such materials.

## **SECTION 18.0 – TOWN RESPONSIBILITIES**

18.1 The Town shall be responsible for providing access to all Town project sites, and providing information in the Town's possession that the Contractor may reasonably require to perform the Services including existing reports, studies, financial information, and other relevant data that are available in the files of the Town.

## **SECTION 19.0 - NON-DISCRIMINATION**

19.1 The Contractor warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, gender, age or national origin.

## **SECTION 20.0 - ACCESS AND AUDITS**

20.1 The Contractor shall maintain adequate records to justify all charges and costs incurred in performing the Services for at least three (3) years after completion of this Agreement. The Town shall have access to all books, records, and documents that the Contractor must maintain in accordance with this Section 18 for the purpose of inspection or audit during the Contractor's normal business hours at its usual place of business.

20.2 If the Town determines that the Town has overpaid the Contractor because the Contractor has misrepresented its billable item(s) or reimbursable expenses, the Contractor shall deliver the full amount of any overpayment to the Town. If the Town incurs any fees, costs or expenses to recover the overpayment amount including, but not limited to, administrative accounting and attorneys' fees, costs and expenses, then the Contractor must pay the Town the full amount of the same as such fees, costs and expenses come due.

20.3 If the Town determines that the Contractor has under billed the Town because the Contractor has miscalculated any reimbursable items or rates after submitting the invoice in accordance with Section 2 of this Agreement, then the Contractor waives any claim for additional payment for those services or reimbursable items.

20.4 All invoices submitted to the Town pursuant to this Agreement are subject to audit and demand for refund of overpayment for a time period extending three (3) years beyond the expiration or earlier termination of this Agreement.

**SECTION 21.0 – OWNERSHIP OF DOCUMENTS**

21.1 The Contractor shall be required to cooperate with other Town Contractors and shall timely provide those Contractors any information requested in the specified format. Any and all documents, records, disks, original drawings, or other information shall become property of the Town for its use and/or distribution as the Town may determine in its sole discretion. The Contractor is not liable for any damages, injury or costs associated with the Town's use or distribution of these documents for purposes other than those originally intended by the Contractor.

**SECTION 22.0 - KEY PERSONNEL**

22.1 The Contractor shall notify the Town in the event of any key personnel changes, which may affect this Agreement. To the extent possible, notification shall be made at least ten (10) days prior to any proposed changes. The Contractor shall at the Town's request, remove without consequence to the Town any subContractor or employee of the Contractor and replace the same with an appropriate substitute having the required skill and experience necessary to perform the Services in accordance with this Agreement requirements. The Town has the right and discretion to reject proposed changes in key personnel.

The following personnel of Contractor shall be considered key personnel:

Name: Michael George, General Manager Cell 352-398-9127

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

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

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

**SECTION 23.0 - ANNUAL APPROPRIATIONS**

23.1 The Contractor acknowledges that during any fiscal year the Town shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any agreement, verbal or written, the Town may make in violation of this fiscal limitation is null and void, and no money may be paid on such agreement. The Town may enter into agreements whose duration exceeds one (1) year; however, any such agreement shall be executory only for the value of the services to be rendered which the Town agrees to pay as allocated in its annual budget for each succeeding fiscal year. Accordingly, the Town's performance and obligation to pay the Contractor under this Agreement is contingent upon an annual appropriation being made for that purpose.

**SECTION 24.0 - LIMITATION OF LIABILITY**

24.1 IN NO EVENT, SHALL THE TOWN BE LIABLE TO THE CONTRACTOR FOR INDIRECT,

INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES OF ANY KIND OR NATURE, INCLUDING LOSS OF PROFIT, WHETHER FORESEEABLE OR NOT, ARISING OUT OF OR RESULTING FROM THE NONPERFORMANCE OR BREACH OF THIS AGREEMENT BY THE TOWN WHETHER BASED IN CONTRACT, COMMON LAW, WARRANTY TORT, STRICT LIABILITY, CONTRIBUTION, INDEMNITY OR OTHERWISE.

**SECTION 25.0 - DEFAULT AND REMEDY**

25.1 If the Contractor materially defaults in its obligations under this Agreement and fails to cure the same within five (5) days after the date the Contractor receives written notice of the default from the Town, then the Town shall have the right to (i) immediately terminate this Agreement by delivering written notice to the Contractor, and (ii) pursue any and all remedies available in law, equity, and under this Agreement.

25.2 If the Town materially defaults in its obligations under this Agreement and fails to cure the same within five (5) days after the date the Town receives written notice of the default from the Contractor, then the Contractor shall have the right to immediately terminate this Agreement by delivering written notice to the Town. Upon any such termination, the Town shall pay the Contractor the full amount due and owing for all Services performed through the date of Agreement termination.

**SECTION 26.0 – E-VERIFY**

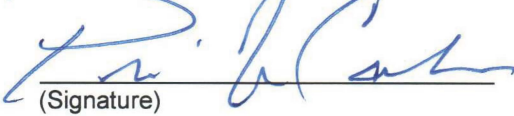
26.1 The Contractor and its subcontractors (if any) warrant compliance with all federal immigration laws and regulations that relate to their employees including, but not limited to, registering with, and using the E-Verify system. The Contractor agrees and acknowledges that the Town is a public employer that is subject to the E-Verify requirements as set forth in Section 448.095, Florida Statutes, and that the provisions of Section 448.095, F.S., apply to this Agreement. Notwithstanding, if the Town has a good faith belief that the Contractor has knowingly hired, recruited, or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the Town shall terminate the Agreement. If the Town has a good faith belief that a subcontractor performing work under this Agreement knowingly hired, recruited, or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the Town shall promptly notify the Contractor and order Contractor to immediately terminate the contract with the subcontractor. The Contractor shall be liable for any additional costs incurred by the Town as a result of the termination of the Agreement based on the Contractor's failure to comply with the E-Verify requirements referenced herein.

**[Remainder of this page intentionally left blank]**

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement as of the day and year last written below. The Town and the Contractor have signed this Agreement in two originals in counterpart. One counterpart each has been delivered to the Town's Procurement Manager and the Contractor. All portions of the Agreement have been signed, initialed or identified by the Town and the Contractor.

**ATTEST:**

As To R&M Service Solutions, LLC

  
\_\_\_\_\_  
(Signature)

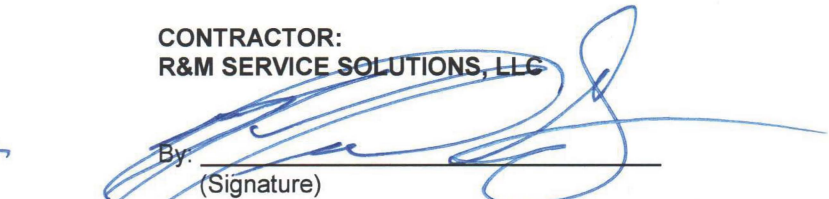
Penni L Cala, Bid Coordinator  
(Print or Type Name)

Date: 01/03/2025

Seal:

**CONTRACTOR:**

**R&M SERVICE SOLUTIONS, LLC**

  
\_\_\_\_\_  
(Signature)

Its General Manager  
(Title of Authorized Representative)

Michael George  
(Print or Type Name)

Date: 01/03/2025

**ATTEST:**

As to Town of Longboat Key, Florida

DocuSigned by:  
Trish Shinkle  
\_\_\_\_\_  
Trish Shinkle, Town Clerk

Date: 1/6/2025

Seal: DS



**TOWN**

Town of Longboat Key, Florida

DocuSigned by:  
Howard Tipton  
\_\_\_\_\_  
Howard Tipton, Town Manager

Date: 1/6/2025

**Review of Agreement as to Form**

Signed by:  
By: R. David Jackson Jr. for  
\_\_\_\_\_  
Margie D. Webber, Esq., Town Attorney



# Exhibit A

**Incorporated by reference the Town's Invitation For Bid, IFB 24-091, to include all attachments and addenda, and in the Contractor's response thereto.**

**IFB 24-091 - Fire Hydrant Mainenance, Repair, Replacement Services**

**R&M SERVICE SOLUTIONS**

Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
<b>Hydrant Services</b>					
<b>Maintenance</b>					
1	Hydrant Maintenance (Inc GPS sub-meter, scrap, wirebrush and paint)	Each	405	\$110.00	\$44,550.00
2	Scrape, Wire Brush, and Paint Hydrant Only (No Maintenance)	Each	1	\$110.00	\$110.00
3	Attach Hydrant ID Tag	Each	1	\$15.00	\$15.00
4	Install Reflective Road Marker	Each	1	\$20.00	\$20.00
<b>Repair</b>					
5	Bonnet and/or Break Away Flange Bolt Replacement	Each	1	\$50.00	\$50.00
6	Upper Barrel Repair	Each	1	\$800.00	\$800.00
7	Lower Barrel Repair	Each	1	\$1,100.00	\$1,100.00
8	Hydrant Extension 6 Inch	Each	1	\$900.00	\$900.00
9	Hydrant Extension 12 Inch	Each	1	\$1,200.00	\$1,200.00
10	Hydrant Extension 18 Inch	Each	1	\$1,400.00	\$1,400.00
<b>Replace</b>					
11	Replace typical bury (48 inch) hydrant on functioning and restrained isolation valve. This scenario will not require a shut down or line stop.	Each	2	\$10,500.00	\$21,000.00
12	Replace typical bury (48 inch) hydrant and "tie-back" unrestrained isolation valve providing valve is mechanical joint and not "push on". This scenario will not require a shut down or line stop	Each	2	\$12,000.00	\$24,000.00
13	Replace typical bury (48 inch) hydrant and (or install) isolation valve on existing restrained MJ tee. This scenario will require a shut down or line stop.	Each	1	\$13,000.00	\$13,000.00
14	Replace typical bury (48 inch) hydrant, isolation valve and tee. This scenario will require a shut down or line stop				
14a	6 inch x 6 inch tee	Each	1	\$16,000.00	\$16,000.00
14b	6 inch x 8 inch tee	Each	1	\$16,500.00	\$16,500.00
14c	6 inch x 10 inch tee	Each	1	\$16,750.00	\$16,750.00
14d	6 inch x 12 inch tee	Each	1	\$16,850.00	\$16,850.00
14e	6 inch x 14 inch tee	Each	1	\$17,250.00	\$17,250.00
14f	6 inch x 16 inch tee	Each	1	\$17,500.00	\$17,500.00
<b>Install</b>					
water main .					
15	with 6 inch x 6 inch wet tap	Each	1	\$12,500.00	\$12,500.00
15a	with 6 inch x 8 inch wet tap	Each	1	\$12,800.00	\$12,800.00
15b	with 6 inch x 10 inch wet tap	Each	1	\$13,250.00	\$13,250.00
15c	with 6 inch x 12 inch wet tap	Each	1	\$13,750.00	\$13,750.00
15d	with 6 inch x 14 inch wet tap	Each	1	\$14,000.00	\$14,000.00
15e	with 6 inch x 16 inch wet tap	Each	1	\$14,150.00	\$14,150.00
16	Abandon existing hydrant and isolation valve in place (below ground)	Each	1	\$5,000.00	\$5,000.00
17	Installation of hydrant other than typical 48 inch bury	per 6 inch increment	6	\$450.00	\$2,700.00
18	Hydrant set more than 6 feet away from centerline of tee	LF	2	\$200.00	\$400.00
19	Hydrant set includes restrain 6 inch MJ bend(s)	Each	1	\$400.00	\$400.00
<b>Valve Services</b>					
20	Valve Maintenance (includes sub-meter GPS location)	Each	50	\$65.00	\$3,250.00
21	Valve Maintenance (includes sub-foot GPS location)	Each	50	\$65.00	\$3,250.00
22	Valve Maintenance (without GPS location)	Each	10	\$65.00	\$650.00

Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
23	Not found Valve (ref. Valve Maintenance scope of work)	Each	30	\$50.00	\$1,500.00
24	Raise valve box to grade <12 inch depth (excluding concrete areas and vehicular arteries)	Each	30	\$200.00	\$6,000.00
25	Raise valve box to grade <12 inch depth in concrete areas and vehicular arteries	Each	30	\$450.00	\$13,500.00
26	inch dept but <48 inch dept (excluding concrete areas and vehicular arteries)	Each	5	\$500.00	\$2,500.00
27	Raise valve box to grade <12 inch depth but <48 inchdepth in concrete areas and vehicular arteries	Each	5	\$1,550.00	\$7,750.00
28	Replace existing 2 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	5	\$7,500.00	\$37,500.00
29	Replace existing 4 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	5	\$8,000.00	\$40,000.00
30	Replace existing 6 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	4	\$8,000.00	\$32,000.00
31	Replace existing 8 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	1	\$10,000.00	\$10,000.00
32	Replace existing 10 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	1	\$14,000.00	\$14,000.00
33	Replace existing 12 inch valve with resilient wedge gate vale on dry pipe (assume 48 inch bury)	Each	1	\$15,000.00	\$15,000.00
34	Replace existing 14 inch valve with resilient wedge gate vale on dry pipe (assume 48 inch bury)	Each	1	\$17,000.00	\$17,000.00
35	Replace existing 16 inch valve with resilient wedge gate vale on dry pipe (assume 48 inch bury)	Each	1	\$17,000.00	\$17,000.00
36	Installation of 4 inch insertion valve (assume 48 inch bury)	Each	3	\$12,250.00	\$36,750.00
37	Installation of 6 inch insertion valve (assume 48 inch bury)	Each	5	\$13,987.00	\$69,935.00
38	Installation of 8 inch insertion valve (assume 48 inch bury)	Each	1	\$16,125.00	\$16,125.00
39	Installation of 10 inch insertion valve (assume 48 inch bury)	Each	1	\$18,500.00	\$18,500.00
40	Installation of 12 inch insertion valve (assume 48 inch bury)	Each	1	\$23,400.00	\$23,400.00
41	Installation of 16 inch insertion valve (assume 48 inch bury)	Each	1	\$48,000.00	\$48,000.00
<b>Required use of DI pipe in lieu of C-900 PVC pipe</b>					
42	6 inch	LF	10	\$58.00	\$580.00
42a	8 inch	LF	10	\$71.00	\$710.00
42b	12 inch	LF	10	\$91.00	\$910.00
42c	14 inch	LF	10	\$150.00	\$1,500.00
42d	16 inch	LF	10	\$150.00	\$1,500.00
<b>Line Stop Services</b>					
43	4 inch line stop (316 SS fitting)	Each	2	\$13,250.00	\$26,500.00
44	4 inch line stop (epoxy fitting)	Each	2	\$11,550.00	\$23,100.00
45	6 inch line stop (316 SS fitting)	Each	2	\$14,464.00	\$28,928.00
46	6 inch line stop (epoxy fitting)	Each	2	\$13,393.00	\$26,786.00
47	8 inch line stop (316 SS fitting)	Each	1	\$14,986.00	\$14,986.00
48	8 inch line stop (epoxy fitting)	Each	1	\$14,407.00	\$14,407.00
49	10 inch line stop (316) SS fitting	Each	1	\$16,347.00	\$16,347.00
50	10 inch line stop (epoxy fitting)	Each	1	\$15,221.00	\$15,221.00
51	12 inch line stop (epoxy fitting)	Each	1	\$15,221.00	\$15,221.00
52	14 inch line stop (epoxy fitting)	Each	1	\$18,354.00	\$18,354.00
53	16 inch line stop (epoxy fitting)	Each	1	\$20,099.00	\$20,099.00
<b>Dissimilar OD pipe connection for PVC, DIP, CI and AC pipe only</b>					

Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
54	6 inch	Each	1	\$600.00	\$600.00
55	8 inch	Each	1	\$750.00	\$750.00
56	10 inch	Each	1	\$815.00	\$815.00
57	12 inch	Each	1	\$850.00	\$850.00
58	14 inch	Each	1	\$2,100.00	\$2,100.00
59	Leak sounding at each hydrant and/or valve	Each	5	\$50.00	\$250.00
60	4 inch by-pass piping	LF	10	\$175.00	\$1,750.00
61	6 inch by-pass piping	LF	10	\$200.00	\$2,000.00
62	Mobilization & Demobilization	LS	1	\$1,500.00	\$1,500.00
63	Maintenance of Traffic (MOT)	LS	1	\$1,500.00	\$1,500.00
64	Barracade Type I or II with Warning Light	ED	1	\$20.00	\$20.00
<b>Dewatering</b>					
65	Dewatering 0-6"	LF	1	\$225.00	\$225.00
66	Dewatering 6-12"	LF	1	\$350.00	\$350.00
67	Dewatering 12-18"	LF	1	\$485.00	\$485.00
<b>Misc. Materials</b>					
68	Riprap (sand-cement)	CY	1	\$500.00	\$500.00
69	Fill	CY	1	\$150.00	\$150.00
70	#57 rock	CY	1	\$150.00	\$150.00
71	Shell rock	CY	1		
<b>Sod Replacement</b>					
72	Bahia	SY	1	\$150.00	\$150.00
73	St. Augustine	SY	1	\$150.00	\$150.00
74	Seed & Mulch	SY	1	\$150.00	\$150.00
75	Water (1,000 gallons)	GAL	1,000	\$1.00	\$1,000.00
<b>Miscellaneous Services</b>					
76	Excavation of Unsuitable Material - Haul offsite & dispose (truck measure)	CY	1	\$650.00	\$650.00
77	Compaction	CY	1	\$250.00	\$250.00
78	Backfill	CY	1	\$265.00	\$265.00
79	Emergency Call Out Response Time	HRS	1	\$1,000.00	\$1,000.00
<b>Total Base Bid</b>					\$974,464.00

# Exhibit C

## TOWN OF LONGBOAT KEY, FLORIDA



### REIMBURSABLE COST SCHEDULE

	Single Side	Double Sided
1. Reproduction Cost		
A. Regular Copying	In accordance with Florida Statutes	
B. Blueprint Copy	In accordance with Florida Statutes	
2. Subcontractor Services	Actual Costs	
3. Special Contractors	Actual Costs	
4. Telecommunications		
A. Local	Non-reimbursable	
B. Non-Local	Actual Costs	
5. Computer Services	Non-reimbursable	
6. Travel Expenses	In accordance with Chapter 112.061 Florida Statutes	
7. Postage, Fed Ex, UPS	Actual Costs	
8. Pre-approved Equipment (Includes purchase and rental of equipment used in project)	Actual Costs	

Reimbursable Expenses are the actual, pre-approved, expenses incurred directly in connection with an applicable task designated by the Town to the Contractor.



**Electronic Copy**

# The Town of Longboat Key

**PROPOSAL PREPARED FOR:**

The Town of Longboat Key  
Procurement Manager  
Kari L. Kennedy, CPPB  
Town Hall  
501 Bay Isles Road  
Longboat Key, Florida 34228

## Fire Hydrant Maintenance, Repair and Replacement Services

**IFB 24-091**

August 26, 2024 at 2:00 PM

**PREPARED BY:**

R&M Service Solutions, LLC.  
11820 Uradco Place, Suite 103  
San Antonio, FL 33576  
Michael George, General Manager  
352-398-9127 Cell  
mgeorge@rmservicesolutions.com



# TOWN OF LONGBOAT KEY, FL



## INVITATION FOR BIDS

**#24-091**

## FIRE HYDRANT MAINTENANCE, REPAIR AND REPLACEMENT SERVICES

**BID & CONTRACT DOCUMENTS  
TECHNICAL SPECIFICATIONS & REQUIREMENTS**

**Issue Date: Monday, July 22, 2024**

**Procurement Division  
501 Bay Isles Road  
Longboat Key, Florida 34228  
Procurement Manager: Kari L. Kennedy, CPPB  
Email: [Kkennedy@longboatkey.org](mailto:Kkennedy@longboatkey.org)**

**TOWN OF LONGBOAT KEY, FLORIDA**

**INVITATION FOR BID - OVERVIEW**

The Town of Longboat Key, Florida, is accepting sealed bids for:

**IFB 19-091 – FIRE HYDRANT MAINTENANCE, REPAIR, AND REPLACEMENT SERVICES**

**BID SUBMITTAL DUE DATE AND BID OPENING:**

**MONDAY, AUGUST 26, 2024 AT 2:00P.M.**

Bids shall be delivered no later than 2:00 p.m. local time on Monday, August 26, 2024, to the Procurement Manager, Kari L. Kennedy, CPPB, at Town Hall, 501 Bay Isles Road, Longboat Key, Florida 34228. At that time, the Town will open all timely submitted bids for the sole purpose of recording the names and the total base bid of the contractors submitting bids.

Documents for this Invitation to Bid (“IFB”) are available through Demand Star: <http://www.demandstar.com> and the Town’s Procurement Manager, Kari L. Kennedy, CPPB, via email [Purchasing@longboatkey.org](mailto:Purchasing@longboatkey.org)

**GENERAL PROJECT DESCRIPTION**

The Town of Longboat Key (“Town” or “Owner”) is currently seeking sealed bids from qualified, licensed and certified underground utility contractors to provide maintenance, repair and replacement services for fire hydrants.

**COMMUNICATIONS AND INQUIRIES**

Questions or information requests for clarification regarding this IFB must be submitted via email to [Purchasing@longboatkey.org](mailto:Purchasing@longboatkey.org) by **4:00 p.m. local time, Monday, August 12, 2024.**

**SCHEDULE OF EVENTS**

The Town anticipates the following projected schedule for the IFB process. The Town reserves the right at its sole discretion to revise the projected schedule by issuing an addendum to the IFB at any time.

Release of IFB	Monday, July 22, 2024
Inquiry Deadline Date	Monday, August 12, 2024 by 4:00 p.m.
Response Due Date	Monday, August 26, 2024 by 2:00 p.m.

**GENERAL INSTRUCTIONS TO CONTRACTORS**  
**IFB #24-091 FIRE HYDRANT MAINTENANCE, REPAIR, AND REPLACEMENT SERVICES**

**1. SUBMISSION OF BID**

1.1 IFB documents are available through <http://www.demandstar.com>. The Contractor's sealed bid must be received by the Town's Procurement Manager on or before **Monday, August 26, 2024, at 2:00 PM local time** according to the time clock at the Town. A Contractor may not submit a proposal via telephone, facsimile, electronic mail, or any other means except as provided for herein.

If the Contractor elects to mail in its sealed bid, the Contractor must allow sufficient time to ensure the Town's Procurement Manager receipt of the proposal by the bid due date. Regardless of the form of delivery, it is the Contractor's responsibility to ensure that the bid arrives at the Town's Procurement Manager address (See Overview) no later than 2:00 p.m. local time on the bid due date.

Bids must be delivered in sealed envelopes with the following information clearly provided on the front of the envelope: The Town's Procurement Manager's name and address as provided in the Overview; the Contractor's name and address; "IFB 24-091 FIRE HYDRANT MAINTENANCE, REPAIR AND REPLACEMENT SERVICES". The bids must be submitted with one (1) original marked "ORIGINAL", three (3) hard copies marked "COPY," and one (1) electronic copy of the bid in .pdf format on flash drive.

Submitted bids shall remain in effect for one hundred twenty (120) days after the bid opening.

1.2 All bids shall be opened in public by the Procurement Manager (or designee) at the specified time and place.

1.3 A Contractor may withdraw a bid any time prior to the public opening upon delivery of a written request to the Procurement Manager.

1.4 A bid must contain a manual signature of Contractor's authorized representative in the space provided. All corrections made by Contractor to its bid must be initialed by same. If the bid is made by a partnership, corporation, joint venture, or team, the name and address of the partnership or corporation or all members of the joint venture or team shall be shown together with the names and addresses of the partners or officers of all entities. If the bid is made by a partnership, it must be acknowledged by one of the partners; if made by a corporation, by one of the officers; if made by a joint venture or team, by one officer of each participating entity.

1.5 It is the responsibility of the Contractor to ensure all bids are identical (originals, copies, and digital). Contractors submitting bids found to be inconsistent are subject to disqualification.

1.6 The Town assumes no responsibility for bids received after the advertised bid opening or at any office or location other than that specified herein, whether due to mail delays or other reasons.

1.7 When any period of time is referred to in this IFB or the Contract Documents by days, it will be computed to exclude the first and include the last day of such period. If the last day of any such period falls on a Saturday or Sunday or on a day acknowledged as a Town holiday, such day will be omitted from the computation. A calendar day of 24 hours measured from midnight to the next midnight will constitute a day.

1.8 All submitted material from a Contractor will be subject to Florida's Public Records Law. Contractor acknowledges that all information contained within its bid is subject to disclosure under the State of Florida's Public Records Law. No information should be labeled confidential unless exempted under said law. Pursuant to Section 119.071(1)(b)2., Florida Statutes (F.S.), bids may be exempt from public record for thirty (30) days after opening the bids or until such time as the Town provides notice of an intended decision, whichever comes first. A list of Contractors will be uploaded to <http://www.demandstar.com> and posted on the Town's public bulletin board. A copy will be furnished upon written request with an enclosed, stamped, self-addressed envelope. Non-exempt bid files may be examined during normal working hours by appointment. A list of Contractors will not be provided by telephone.

1.9 A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

1.10 Any person requiring a special accommodation at Town Hall because of a disability should call the Procurement Manager, Kari L. Kennedy, at least five (5) working days prior to the bid opening at 941-316-1999 (voice) or 800-955-8771 (TDD for persons with hearing or speech disabilities).

## **2. BID EVALUATION**

2.1 Bids shall be evaluated based on all submitted information and pursuant to the criteria stated herein. The Town may conduct such investigations as deemed necessary to assist in the evaluation of any bid and to establish the responsibility, qualifications, and financial ability of the Contractors, proposed subcontractors (if any), and other persons and organizations to do the work in accordance with the IFB Documents to the Town's satisfaction within the prescribed time. The Town reserves the right to reject bids based upon insufficient qualifications, as determined by the Town.

2.2 The Town reserves the right to reject any or all bids, in whole or in part, for any reason whatsoever, and to re-let the IFB at the Town's discretion. The Town reserves the right to waive and/or accept minor irregularities when, in the sole opinion of the Town, such waiver or acceptance is deemed to be in the best interest of the Town.

2.3 Only additional terms or conditions necessary for clarification of bid requirements will be evaluated or considered. After the bid opening, the Town may request such additional information as required to award the IFB. No deviations from specifications will be accepted; no alternate bids will be accepted unless requested in the specification or IFB form. Such bids will be deemed non-responsive.

2.4 A responsible and responsive bid will be considered as one which meets or exceeds the IFB specifications and which is submitted by a Contractor capable of performing the requirements as stated in the IFB documents. General criteria used by the Town for evaluating "responsible and responsive" Contractors include, but are not limited to:

- 2.4.1 The ability, capacity, and skill of the Contractor to perform the contract or provide the service required;
- 2.4.2 Whether the Contractor can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- 2.4.3 The character, integrity, reputation, judgment, experience, and efficiency of the Contractor;
- 2.4.4 The Contractor's quality of performance of previous contracts or services;
- 2.4.5 The previous and existing compliance by the Contractor with laws and ordinances relating to the contract or services;
- 2.4.6 The sufficiency of the financial resources and ability of the Contractor to perform the contract or provide the service;
- 2.4.7 The quality, availability, and adaptability of the goods or services proposed by Contractor to the particular use required; and
- 2.4.8 The number and scope of conditions attached to the submittal by Contractor.

The Contractor's ability to meet these requirements shall be solely by the determination of the Town. An "unresponsive Contractor" is one who fails to attend a mandatory pre-bid meeting or other mandatory meetings as required by the IFB Documents; fails to specifically include information required by the specifications; submits a bid that is not signed by the Contractor; submits a bid that does not include information specifically required in the IFB Documents; or is otherwise unqualified. Lack of responsiveness shall solely be the determination of the Town.

2.5 Contractor is responsible for accuracy of its bid.

2.6 Following the submittal of the responses to this IFB, the Town will review the responsive bids. The recommendation of award will be forwarded to the Town Manager for review and final decision.

### **3. DISQUALIFICATION OF CONTRACTORS**

Any cause including, but not limited to, the following may be considered as sufficient for the disqualification of a Contractor and the rejection of its submittal:

3.1 Submission of more than one bid for the same work by an individual, firm, partnership, or corporation under the same or different names.

3.2 Evidence of collusion among Contractors, or previous participation in collusive bidding or proposing on work for the Town.

3.3 Any material misrepresentation.

3.4 Uncompleted work for which the Contractor is committed by contract which, in the judgment of the Town, might hinder or prevent the prompt completion of the work under this IFB if awarded to Contractor.

3.5 Inconsistencies between the submittals provided from the Contractor.

3.6 Violations of the cone of silence as provided for herein;

3.7 Familial relation with the Town purchasing agent (Town Manager or Procurement Manager) or public officer (Town Commissioner) as provided for in Section 112.313(3), F.S.;

3.8 Conviction for a public entity crime as provided for in Section 287.133, F.S.; or

3.9 Prior suspension or debarment as set forth in Section 38.31 of the Town Code.

The above listed causes are not an exclusive list, and the Town may disqualify Contractors for other good causes.

### **4. INTERPRETATIONS OF DATA**

No interpretation of data including, but not limited to, surveys, plans, drawings, test results, and similar materials will be made to any Contractor, except for what is provided in the IFB Documents or by written addendum.

### **5. CONTRACTOR COMMUNICATION AND/OR INQUIRIES**

The Contractor shall review this competitive solicitation in its entirety to determine whether the Scope of Work, conditions and requirements are clearly stated. If the Contractor has any questions regarding this competitive solicitation, the Contractor must submit such inquiries and requests for clarification via email only to the Town's Procurement Manager at [Purchasing@Longboatkey.org](mailto:Purchasing@Longboatkey.org). These inquiries or requests for clarification must provide the questions along with the relevant Section(s), Subsection(s), Paragraph(s), and page number(s) of the competitive solicitation being questioned by the Contractor.

**The Town will consider only those communications and/or inquiries submitted via email and received by the Town's Procurement Manager on or before Monday, August 21, 2024 at 4:00 PM local time (the "Inquiry Deadline Date").**

The Town will consider the Contractor's lack of inquiries or requests for clarification prior to the Inquiry Deadline Date to constitute the Contractor's acceptance of all of the conditions and requirements as stated in this IFB and any amendments thereto. Unless the Town's Procurement Manager specifically requests the Contractor to provide additional communications, the Town may not accept or consider any of the Contractor's written or other communications and/or inquiries received between the Inquiry Deadline Date and the posting of an award, if any, under this competitive solicitation.

To the extent the Town determines, in its sole discretion, to respond to any communications, inquiries or requests for clarification prior to the Inquiry Deadline Date, the Town's response will be made in a written addendum to this IFB and posted on Demand Star.

5.1 Addenda: The Town's Procurement Manager or designee will distribute any addenda via Demand Star. The Contractor's authorized representative must acknowledge receipt of each addendum issued. All Contractors, vendors, and known interested vendors, are responsible for checking Demand Star for addenda in order to verify whether any changes have been made to the IFB. Contractors are cautioned that any oral or written representation made by any person that appears to change materially any portion of the competitive solicitation documents shall not be relied upon unless subsequently ratified by a written addendum to this IFB issued by the Procurement Manager.

## **6. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

The Town is an equal opportunity/affirmative action employer. The Town is committed to equal opportunity employment efforts and expects firms that do business with the Town to have a vigorous affirmative action program.

## **7. WOMEN/MINORITY BUSINESS ENTERPRISE OUTREACH**

The Town hereby notifies all potential Contractors that Women/Minority-Business Enterprises are to be afforded a full opportunity to participate in any procurement by the Town and will not be subject to discrimination on the basis of race, color, sex or national origin.

## **8. CONTRACTOR AFFIRMATION**

By submitting a bid, the Contractor affirms that the bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; the Contractor has not directly or indirectly induced or solicited any other person to submit a false or sham bid; the Contractor has not solicited or induced any person, firm, or corporation to refrain from submitting a bid; and the Contractor has not sought by collusion to obtain any advantage over other persons or over the Town.

## **9. CONTRACTOR DEVELOPMENT COSTS**

Neither the Town nor its representative(s) shall be liable for any expenses incurred in connection with preparation of a response to the IFB. Contractors should prepare their responses simply and economically, providing a straightforward and concise description of the Contractor's ability to meet the requirements of the IFB.

## **10. CODE OF ETHICS**

If any Contractor violates or is a party to a violation of the Code of Ethics of The Town of Longboat Key or the State of Florida, with respect to this IFB, such firm may be disqualified from performing the work described in this IFB or from furnishing services for which the bid is submitted, and shall be further disqualified from bidding on any future requests for work, goods, or services for the Town.

## **11. CONFLICT OF INTEREST**

Subject to the provisions of Chapter 112, F.S., all Contractors must disclose with their bid the name of any officer, director, agent, or shareholder who is also an employee of the Town. All Contractors must disclose the name of any Town employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Contractor's firm or any of its branches.

## **12. DISCLOSURE - ADVISORY BOARD MEMBER OF TOWN**

12.1 Sections 112.313(3) and 112.313(7), F.S., prohibit an advisory board member of the Town from holding any employment or contractual relationship with any business entity doing business with the Town. Section 112.313(12), F.S., provides that an advisory board member will not be in violation of the prohibition if certain conditions are met, including the filing of a disclosure form with the Supervisor of Elections, which is the sole responsibility of the Contractor and must be filed prior to or at the time of submission of the bid. A copy of the filed disclosure form shall be included as part of the Contractor's response.

12.2 Advisory board member is required to, prior to or at the time of the submissions of the bid, file a statement with the Supervisor of Elections, disclosing his or her interest and the nature of the intended business.

12.3 Advisory board member, or his or her spouse or child is required to have in no way used or attempted to use his or her influence to persuade a member of the Town or any of its personnel to enter into such a contract other than by the mere submission of the bid.

12.4 Advisory board member, or his or her spouse or child is required to have in no way participated in the determination of the bid specifications or the determination of the responsible and responsive Contractor.

## **13. CONE OF SILENCE**

After the issuance of the IFB by the Town, Contractors and their representatives shall not contact, communicate with, or discuss any matter relating in any way to this IFB with the Town, including any Commissioner, or any employee of the Town other than the Town's Procurement Manager (or designee) unless otherwise directed on the Invitation for Bid Overview of this IFB. This prohibition begins with the issuance of the IFB and ends upon award of the resulting contract. Such communications initiated by a Contractor shall be grounds for disqualifying the offending Contractor from consideration for award under this IFB and/or potentially any future procurement for goods or services with the Town.

## **14. COPYRIGHT**

The awarded Contractor shall irrevocably transfer, assign, set over, and convey to the Town all rights, title, and interest, including the sole exclusive and complete copyright interest, in any and all copyrightable works created pursuant to the contract awarded under this IFB. The Contractor further agrees to execute such documents as the Town may request to affect such transfer or assignment. Further, the Contractor agrees that the rights granted to the Town by this paragraph are irrevocable. The Contractor's remedy in the event of termination of or dispute over any agreement entered into as a result of this solicitation shall not include any right to rescind, terminate, or otherwise revoke or invalidate in any way the rights conferred pursuant to the provisions of this paragraph. Similarly, no termination of any agreement entered into as a result of this solicitation shall have the effect of rescinding, terminating, or otherwise invalidating the rights acquired pursuant to the provisions of this paragraph.

## **15. INSURANCE**

15.1 Within ten (10) days of the posted date of Notice of Award, the apparent qualified awarded Contractor shall submit to the Town's Procurement Manager (or designee) a copy of its current insurance coverage with endorsements, as evidenced by certificates of insurance with an insurance carrier approved and licensed by the Insurance Department of the State of Florida.

15.2 The Town of Longboat Key shall be named as additional insureds, along with any additional entities specified in the General Conditions of the Contract. The insurer shall agree to waive all rights of subrogation against the Town and any additional entities specified in the General Conditions of the Contract

15.3 Bid award will be subject to proof of insurance, in the form of certificates of insurance, being provided to the Town within ten (10) days of the posted date of the Notice of Award, and subject to acceptance of the types and amounts of coverage by Town's Procurement Manager.

15.4 The certificates of insurance shall provide thirty (30) days written notice for any change, cancellation, or non-renewal.

15.5 Insurance coverage required from the apparent qualified awarded Contractor shall be provided by or on behalf of all subcontractors to cover their operations performed. The awarded Contractor shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to subcontractors.

15.6 Proof of insurance with endorsements shall be sent to:

Town of Longboat Key  
Attention: Kari L. Kennedy, Procurement Manager  
501 Bay Isles Road  
Longboat Key, Florida 34228

NOTE: Please affix IFB number and project title on certificate.

The acceptable form of the certificate of insurance shall be the industry standard ACORD certificate.

15.7 Once received by the Procurement Manager, the Certificate of Insurance and endorsements shall accompany the executed contract.

## **16. NEGOTIATION**

16.1 The Town Manager shall negotiate a contract with the lowest responsible and responsive Contractor for the subject services at compensation which the Town determines is fair, competitive, and reasonable. This IFB process is conducted pursuant to Chapter 38 of the Town's Code of Ordinances and the Finance Department's administrative procedures.

16.2 Preference may be given to Contractors with drug-free workplace programs whenever identical submittals (quality, price, and service) are submitted; Contractor shall certify that its program complies with the requirements of Section 287.087, F.S. Information about the program shall be included in the bid submittal.

16.3 At the sole discretion of the Town, payment terms and other consequential information may also be utilized in resolving apparent tie bids.

16.4 The Town reserves the right to accept or reject any or all bids, to waive any informalities or minor irregularities in the IFB process, and to postpone the award of the contract for a period of time not to exceed ninety (90) days from the IFB opening date.

16.5 Negotiation and award shall further be based on the criteria stated in the Specific Instructions to Contractors and Town purchasing procedures as set forth in Chapter 38 of the Town's Code of Ordinances.

16.6 Any protest related to this IFB must be in accordance with the Town's Protest Procedures as specified in Chapter 38 of the Town's Code of Ordinances.

## **17. PRICES**

Firm prices shall be bid. Unit prices will prevail on the submitted Bid Forms. If applicable, unit prices will be utilized to adjust the total compensation due to the awarded Contractor based on actual quantities provided as part of the work and verified by the Town.

## **18. ESTIMATED QUANTITIES**

When applicable, and unless specifically addressed, the estimated quantities of work to be done and materials to be furnished under this IFB are to be considered as approximate only and are to be used solely for the comparison of proposals. The Town does not expressly nor by implication represent that the actual quantities involved will correspond exactly therewith, nor shall the proposer plead misunderstanding or deception because of such estimate of quantities. Payment to the awarded Contractor will be made only for the actual quantities of work performed and material furnished in accordance with the contract and it is understood that the quantities may be changed as provided in the IFB Documents without in any way invalidating any of the unit or lump sum prices.

## **19. MISTAKES**

Contractors are required to examine the IFB and all other Contract Documents. Failure to do so will be at Contractor's risk. In case of a mistake in extension, the unit price will govern. All corrections made by Contractor to any bid entry must be initialed and must be submitted before the bid opening.

## **20. TAXES**

Goods and services sold to the Town under this IFB and the ensuing contract shall be less all federal, state, and local taxes, in accordance with the tax-exempt status of the Town (Town State Sales and Use Tax Exemption Certificate Number: 85-8012646331C-7).

## **21. WARRANTY OF TITLE**

The awarded Contractor warrants and guarantees that title to all work, materials, and equipment covered by any invoice or application for payment will pass to the Town, no later than the time of payment, free and clear of all liens.

## **22. ADA COMPLIANCE**

Proposals, bids and other documents submitted by the proposer to the Town, which are required to be posted on the Town's website, must be accessible under the "WCAG AA" (Web Content Accessibility Guidelines, Level AA) to adhere to the Americans with Disabilities Act (ADA) compliancy guidelines. In the event the proposer is unable to provide the applicable documents to the Town in an ADA-compliant format, all applicable documents must be submitted in the original format (Word, PowerPoint, etc.) and the Town can convert the document(s) at a cost of \$2.95 per page or the current contracted rate. The proposer shall be solely responsible for all associated fees. For questions or requests to the Town to convert applicable documents, contact the Town at 501 Bay Isles Road, Longboat Key, Florida 34228, 941.316.1999, or email the Town at [ADACompliance@longboatkey.org](mailto:ADACompliance@longboatkey.org). For information on providing documents in an ADA-compliant format, please refer to the U.S. Department of Health and Human Services Website regarding digital communications <https://www.hhs.gov/accessibility.html>."

## **23. PUBLIC RECORDS**

Pursuant to applicable Florida law, the Contractor's records associated with the Contract hereunder may be subject to Florida's public records laws, Section 119.01, F.S., et seq, as amended from time to time. The Contractor agrees to comply with Florida's public records law by keeping and maintaining public records required by the Town in order to perform the Services. Upon request from the Town's Custodian of Public Records, the Contractor shall provide the Town with copies of or allow access to the requested public records at a cost that does not exceed the cost provided for under Chapter 119, Florida Statutes, or as otherwise provided for by Florida law. The Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized

by law for the duration of the term of the Contract and following completion of the Contract if the Contractor does not transfer the records to the Town. Upon completion of the Contract the Contractor shall transfer, at no cost, to the Town all public records in possession of the Contractor or keep and maintain all public records required by the Town to perform the Services. If the Contractor transfers all public records to the Town upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the Town.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE TOWN'S CUSTODIAN OF PUBLIC RECORDS TRISH SHINKLE, TOWN CLERK, AT 501 BAY ISLES ROAD, LONGBOAT KEY, FLORIDA 34228, (941) 316-1999, [TSHINKLE@LONGBOATKEY.ORG](mailto:TSHINKLE@LONGBOATKEY.ORG).**

**24. E-VERIFY**

The Contractor and its subcontractors (if any) warrant compliance with all federal immigration laws and regulations that relate to their employees including, but not limited to, registering with, and using the E-Verify system. Contractor agrees and acknowledges that the Town is a public employer that is subject to the E-Verify requirements as set forth in Section 448.095, Florida Statutes, and that the provisions of Section 448.095, F.S., apply to this Contract. Notwithstanding, if the Town has a good faith belief that Contractor has knowingly hired, recruited, or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Contract, the Town shall terminate the Contract. If the Town has a good faith belief that a subcontractor performing work under this Contract knowingly hired, recruited, or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Contract, the Town shall promptly notify Contractor and order Contractor to immediately terminate the contract with the subcontractor. Contractor shall be liable for any additional costs incurred by the Town as a result of the termination of the Contract based on Contractor's failure to comply with the E-Verify requirements referenced herein.

**SPECIFIC INSTRUCTIONS TO CONTRACTORS**  
**IFB #24-091 FIRE HYDRANT MAINTENANCE, REPAIR, AND REPLACEMENT SERVICES**

**1. BACKGROUND**

The Town of Longboat Key is a ten-mile long barrier island within both Manatee and Sarasota Counties. The northern half of the Town is located in Manatee County, while the southern half is located in Sarasota County. The Town is off the coast of Sarasota in Southwest Florida that has a reputation as an affluent residential community, particularly for retirees who relocate predominantly from northern states. The Town has a permanent population of approximately 6,845 residents, but it also a popular seasonal destination for visitors and part-time residents. During the winter months, the population of the Town typically increases to between 18,000 and 24,000. The Town is bordered on the east by Sarasota Bay and on the west by the Gulf of Mexico.

The Town is soliciting proposals from qualified, licensed contractors and certified underground utility contractors for fire hydrant projects at various locations throughout Longboat Key (including associated fittings, restraints, and pipe) on an "as needed" basis and at locations to be determined within the Town's utility system, as described herein.

It is the intent of the Town to select and negotiate an agreement with one (1) contractor in order to provide the services and expertise to the Town. Selection of a qualified contractor under this IFB is not a guarantee of work.

**2. SCOPE OF WORK**

The selected contractor will be expected to provide said services in an emergency situation within twenty-four (24) hours of notification.

**The Town adheres to the Manatee County Utility Standards Manual attached here as Exhibit A.**

**AWWA Standards shall be followed for the maintenance and repair of the fire hydrants.**

Fire Hydrant Maintenance Scope Specifications:

2.1 Fire Hydrant maintenance shall include the following:

- Locate and access each fire hydrant. (405 Hydrants)
- Locate, access, and exercise fire hydrant isolation valve.
- Check fire hydrant nozzle height for correct ground clearance
- Identify make, model, nozzle size and year of hydrant manufacture.
- Lubricate operating nut (if appropriate for hydrant make/model) and all nozzle outlets with non-corrosive F.D.A. approved lubricant.
- Open hydrant with nozzle caps in place to check for seal leakage
- Verify that hydrant main (bottom) valve completely closes.
- Flow hydrant and test hydrant, record working pressure, calculate flow rate, estimate volume flushed.
- Record static pressure, pitot pressure, residual pressure, and flow at 20 psi.
- Re-attach hydrant nozzle caps.
- Obtain and record GPS coordinates of valve per GPS specifications below.
- Document any operational deficiencies and/or miscellaneous findings.
- Transfer all data and information from each hydrant location to the Town allowing for malfunctioning and/or out of service hydrants to be immediately reported. All data shall be formatted to match Town's data system and/or forms. Data shall be delivered in a comma delimited file and ARC, GIS, ESRI compatible file.
- Coordinate with property owners for privately owned hydrants (approximately 40%) and schedule (as needed).

2.2 Data Attributes

Documentation data will be collected on each distribution hydrant and will be agreed upon with the Town in advance of work startup. Data documentation will include, at a minimum:

#### Physical data:

- A Unique Identification Number
- Date of Operation
- Fire Hydrant source main size
- Fire Hydrant Manufacturer
- Fire Hydrant Year
- Notes whether drained
- Notes whether operated
- Notes indicating whether adequate flow observed
- Close Direction
- Number of Turns
- Fire Hydrant Condition (operable/inoperable)
- Other value-added attribute items as agreed
- Location data – Mapping grade GPS coordinate data parameters as noted in the GPS mapping section
- Discrepancies – Details on discrepancies so that a work order (as described above) can be concisely created.

#### 2.3 Upper Barrel Repair

An upper bonnet repair shall consist of repairing and/or replacing all necessary components within the upper portions of the hydrant, from the top of operating nut downwards to the top of the break away (upper barrel) flange, in order to return hydrant to working order. Hydrant rotation shall also be considered as an upper barrel repair.

#### 2.4 Lower Barrel Repair

A lower barrel repair shall consist of repairing and/or replacing all necessary components within the lower portions of the hydrant, from the top of break away (upper barrel) flange to the bottom of the hydrant foot valve, in order to return hydrant to working order.

#### 2.5 GPS Mapping

All the fire hydrants encountered in this contract are to be GPS mapped within sub-meter/foot accuracy and the data delivered in a database compatible with the Town's GIS software. **The Contractors GPS Software must integrate with Town's ARC GIS.** Coordinate data shall be field-collected with autonomous GPS readings and subsequently differentially corrected via post-processing. The Contractor shall further refine positions through filtering and inspection to eliminate noise, problematic satellite geometry and multi-path degradation. Point valve features shall be collected at an epoch of 1 second with a minimum occupation of 30 seconds. Specific parameters include:

- Elevation mask: 15 degrees above the horizon
- Coordinate system: as agreed with the Town
- Satellites:  $\geq 4$
- Position Dilution of Precision (PDOP):  $< 6$
- Horizontal Dilution of Precision (HDOP):  $< 4$
- Minimum number of raw positions collected: 20
- In the event of obstructions – where a clear GPS position cannot be captured – a laser offset will be executed from a nearby location

#### 2.6 Coordinate Data Items

- PDOP value and HDOP value
- Correction Status
- Date Recorded
- Time Recorded
- Total Positions
- Filtered Positions
- Horizontal Precision
- Vertical Precision

- Standard Deviation
- .cor File Name
- X-coordinate
- V-coordinate
- 

## 2.7 Deliverable Database

The Contractor will provide applicable valve data in a spatially accurate format compliant with the Town's existing data structure. The Contractor shall be able to fully integrate data into ARC GIS ESRI systems. Metadata, including a detailed citation describing field data collection practices, equipment settings, post processing procedures, base stations used for differential correction and expected accuracy, are to be submitted with final and interim data deliveries.

### **THE DATA SYSTEM FOR GIS MUST INTEGRATE WITH THE TOWN'S ARC GIS SYSTEM.**

## 2.8 Quality Control

The Contractor shall employ and designate a qualified Quality Control Manager who shall be responsible for re-inspection of all field processed data if it falls outside of tolerances. All such data shall be re-collected. The Quality Control Manager shall also be responsible for random sampling of not less than ten percent (10%) of the total contract value. This will provide quality assurance of all physical aspects of the service and validation of all data attributes collected.

### **Fire Hydrant Replacement or New Installation**

2.9 Fire hydrant replacement or new installation work as described shall be "all inclusive". If the valve is in good operating condition it is to be reused and restrained if need be. If determined non-operational, valve is to be replaced with a 6" Muller Valve and be restrained. The line item pricing of such work shall include the following:

- Pre-work job site investigation
- Obtaining all utility and/or right-of-way (ROW) locates
- Notification of effected customers a minimum of 48 hours in advance via door knockers
- Job site safety and MOT
- Site excavation (typical <48" buy to bottom of pipe) NOTE: the Town's water table is typically very shallow (as shallow as 24" from ground surface). The Contractor is to provide dewatering as necessary for all excavations.
- Furnish and install all necessary materials to successfully complete the job
- Furnish and competently operate all necessary equipment to successfully complete the job
- Excavation backfill and compaction.
- Removal of all remaining spoil, materials and waste.

## 2.10 Hydrants

- Hydrants shall be Mueller Super Centurion 250 (to Manatee County Specifications) with a 5 ¼ inch Stortz nozzle. Stainless Steel Type 316 nuts and bolts shall be provided. All buried piping and valves shall be polyethylene encased with a minimum 8 mil thickness.
- Costs provided must cover the manufacturers specified.
- In order to insure fire hydrants meet the performance guaranteed by the manufacturer and retain warranties, the Contractor shall guarantee all workmanship for a period of one (1) year from the date of installation or repair.

## 2.11 Painting

All new fire hydrants will be Mueller Super Centurion 250 – color yellow

- Scrape, wire brush and paint hydrant appropriate color following the National Fire Protection Agency Code (NFPA). Paint shall be Sherwin Williams Industrial Marine Coating paint or approved equal. Paint shall be applied to minimum 4 mil dry coat thickness.

BLUE                    1500 GMP or more

GREEN	1000-1499 GMP
ORANGE	500-999 GPM
RED	BELOW 500 GPM

## 2.12 Job Sites

The Contractor shall set up, manage and restore each job site in a responsible manner that includes, but is not necessarily limited to, Maintenance of Traffic (MOT), pedestrian safety, and property protection. At no time during active progress of work shall the Contractor leave the job site unattended. The Contractor must request and gain approval from the Town for any specific job site work that may extend past one work day. If approval is granted, all excavated areas must be backfilled and encompassed with safety mesh and proper MOT activated at the end of each work day. Each job site (regardless of duration of work) must be maintained at all times in a responsible manner that does not unduly impact the surrounding areas and allows for adequate ingress/egress from properties affected. Any and all road and/or ingress/egress closures must be approved by the Town in advance of work. The Contractor shall present a contingency plan for such at time of approval request. Upon completion of work, the Contractor shall backfill and compact affected areas in addition to clean up and removal of any accumulated dirt and/or rubble from job site. It shall be the ultimate responsibility of the Contractor to restore the Town's right-of-way to pre-excavated condition. All restoration activities including irrigation system repairs shall be the responsibility of the Contractor. Restoration activities such as landscaping (including sod), asphalt, paver, and concrete restoration can be performed by subcontractors. Town reserves the right to perform any and all of such restoration activities "in-house" if so desired.

## 2.13 Utility Locates

The Contractor shall be responsible for obtaining all Utility Locates through, and in accordance with current "Sunshine State One Call of Florida" Locate Program Guidelines. The Contractor shall take all possible precautions and be responsible for protecting all underground utilities and other improvements within the utility right of way. The Contractor shall promptly notify the Town of any conflicts with existing utilities that may impact said work or of any damage to existing utilities that occurs as a result of said work. The Contractor shall be responsible for obtaining and adhering to all applicable MOT and/or right-of-way permits as required by Town and/or the Florida Department of Transportation.

## 3. CONTRACTOR REQUIREMENTS AND RESPONSIBILITIES

3.1 Work shall be in conformance with industry standards to include appropriate standards as they apply from American Water Works Association (AWWA), the Florida Department of Transportation, and Occupational Safety and Health Administration (OSHA) standards.

3.2 Work schedule on Longboat Key is 8:00 am to 5:00 pm Monday through Friday except for emergency situations. Work on Saturday is allowed with prior permission from the Town.

3.3 Contractor shall assume full responsibility for damage to Town property caused by Contractor's employees, subcontractors, or equipment as determined by designated Town personnel.

3.4 Contractor shall be solely responsible for the safety of Contractor's employees and others relative to Contractor's work, work procedures, material, equipment, transportation, signage and related activities and equipment.

3.5 Contractor shall possess and keep in force all licenses, business permits and other permits required to perform the services of this Agreement.

3.6 The Contractor shall designate a project manager who will serve as a point of contact for all requested work. The project manager will be responsible for coordinating and scheduling all work (including restoration) and be available (by phone, if not in person) at all times while work on the Town's utility system is underway.

3.7 The Contractor's data system for GIS must integrate with the Town's ARC GIS System.

## 4. ELIGIBILITY

To be eligible for award in response to this IFB, Contractors must demonstrate that they have successfully completed work as specified herein and are normally and routinely engaged in performing such work and are properly and legally licensed

to perform such work. If Contractor does not meet the eligibility minimum requirements below, the Contractors Bid Submittal will be deemed as non-responsive.

**CONTRACTORS MUST SUBMIT ALL INFORMATION REQUESTED BELOW WITH THE BID SUBMITTAL.**

**CONTRACTORS MUST MEET OR EXCEED ALL MINIMUM ELIGIBILITY REQUIREMENTS LISTED BELOW IN ORDER TO BE CONSIDERED FOR AWARD.**

- 4.1 Contractor shall possess a current State of Florida Contractors Underground Utilities License.
- 4.2 Contractor shall employ and designate personnel who will be assigned to the Towns project(s) who possesses a State of Florida FDEP Level 3 Water Distribution System Operator License.
- 4.3 Contractor shall demonstrate successful completion of similar work as specified in the Scope of Work section of this solicitation within the past ten (10) years and normally and routinely engaged in performing such work. Provide five (5) projects within the past ten (10) years which best illustrate the experience of the Contractor as related to the desired work including contact information for each.
  - 4.3.1. Projects must indicate utilities where the Contractor has performed post-processed GPS positions on water distribution valves and fire hydrants.
  - 4.3.2 Projects must indicate utility size and the number of valves completed.
- 4.4 Contractor shall demonstrate adequate personnel coverage for the desired work and responding to the Town's needs. Provide a staffing plan, which identifies members of team, including a project manager and a Quality Control Manager, their role in providing work to the Town and resumes. All relevant experience shall be included on the resumes.
- 4.5 Contractor shall submit a list of any subcontractor proposed to provide work and describe the portion of the work to be performed.

**5. REQUIREMENTS FOR BIDS**

- 5.1 The following documents and information, collectively, comprise the Bid Submittal, which when tendered, on or before the IFB due date and time, shall be submitted in a clear and concise manner, using the forms provided, for Town review. Bids should not contain information in excess of that requested, must be concise, and must specifically address all of the items set forth in this IFB. It is requested that the response be submitted in the same order as set forth according to the selection method below:
  - 5.1.1 Bid Sheet and Addenda Acknowledgement. Contractors must submit all information requested for the Total Base Bid. All additional information requested as a "must" or "shall" item in any addendum; Bid Sheet shall be submitted within the Bid Submittal in a pdf format and submitted in Excel in an electronic format.
  - 5.1.2 Statement of License Certificates;
  - 5.1.3 Contractor Experience;
  - 5.1.4 Personnel Coverage;
  - 5.1.5 Subcontractors;
  - 5.1.6 Fair Practices Affidavit;
  - 5.1.7 Acknowledgement of Firm;
  - 5.1.8 Public Entity Crimes Certification;
  - 5.1.9 Drug Free Work Place Certification;
  - 5.2.0 Equal Employment Opportunity;

- 5.2.1 E-Verify Certification.
- 5.2.2. Signed W9
- 5.2.3. Statement of Organizational Structure, Claims and Suits
- 5.2.4. Scrutinized Companies Certification
- 5.2.5 Compliance with Foreign Entity Laws Affidavit.
- 5.2.6 Human Trafficking Affidavit

## **6. EVALUATION AND AWARD OF CONTRACT**

Bids will be reviewed by the Town. The recommendation of award will be forwarded to the Town Manager for review and final decision.

- 6.1 The Town reserves the following rights:
  - 6.1.1 To be the judge of the Contractor's qualifications.
  - 6.1.2 To conduct pre-award discussions with any responsive and responsible Contractors who submit bids determined to be reasonably acceptable of being selected for award. Such discussions may include, but not be limited to personal interviews with and/or presentations.
  - 6.1.3 To request that Contractor(s) modify their bid to more fully meet the needs of the Town or to furnish additional information as the Town may reasonably require.
  - 6.1.4 To accord fair and equal treatment with respect to any opportunity for discussions and revisions of bids. Such revisions may be permitted after submission of bids and prior to award.
  - 6.1.5 To request additional qualification information.
  - 6.1.6 To limit and/or determine the actual services to be included in the agreement with the awarded Contractor.
  - 6.1.7 To obtain information from any available sources for use in evaluating the bids.
  - 6.1.8 To waive any irregularity in any bid, or reject any or all bids, in part or in whole, should it be deemed to be in the best interest of the Town to do so.
  - 6.1.9 To recommend the bid award by the Town Manager, if at all, to a single Contractor, to the lowest responsive and responsible Contractor, provided that the Contractor's bid submittal is considered (within the sole discretion of said Town Manager) reasonable, presents the best overall value and is in the best interest the Town to recommend, and no bid protest has been filed.

The basis of recommendation will be the Total Base Bid that presents the best overall value and is in the best interest of the Town or may be determined by the availability of funds. The Town will identify the least-cost, acceptable bid which presents the best overall value to the Town of Longboat Key.
  - 6.1.10 The Town of Longboat Key retains sole and final discretion as to the acceptability of bids and the bid that is awarded for an agreement.

## **7. AGREEMENT**

7.1 The initial term of the agreement is three (3) years with the right to renew the agreement for two (2) additional one (1) year terms, providing all terms and conditions and specifications remain the same, both parties agree to the extension and such extension is approved by the Town.

7.2 In the event work is scheduled to end because of the expiration of the awarded agreement, the awarded Contractor shall continue the work upon request of the Town as authorized by the awarding authority. The extension period shall not extend for more than one hundred twenty (120) days beyond the expiration date of the existing agreement. The awarded Contractor shall be compensated for the work at the rate in effect when this extension clause is invoked by the Town.

**BID SHEET AND ADDENDUM ACKNOWLEDGEMENT**  
**IFB #24-091 FIRE HYDRANT MAINTENANCE, REPAIR, AND REPLACEMENT SERVICES**  
(MUST BE COMPLETED AND SUBMITTED WITH BID)

The undersigned Contractor declares that the only person or parties interested in this Invitation for Bid (IFB) as principals are those named herein, that this bid is made without any understanding, contract, or connection with any other person, firm, or corporation providing a bid for the same purpose and that this bid is in all respects fair and without collusion or fraud. The Contractor understands that this bid must be manually signed in ink, otherwise it will be considered unresponsive and subject to rejection.

The undersigned Contractor represents that the Contractor accepts, and that this bid complies with, the IFB Documents and that the Contractor has carefully examined the IFB Documents for the designated work. Contractor affirms that Contractor has carefully examined the location of the designated work and, from its own investigations, is satisfied as to the nature and location of the work, the character, quality, and the quantity of materials, the kind and extent of equipment and other facilities needed for the performance of the work, the general and local conditions and all difficulties that may be encountered, and all other items which may, in any way, affect the work or its performance.

The undersigned Contractor proposes, and agrees if this bid is accepted, that it will contract with the Town to provide all necessary machinery, tools, software, labor, apparatus, and other means necessary to do all the work, and furnish all the materials and equipment specified or referred to in the IFB Documents in the manner and time herein prescribed, and according to the requirements of the Town as therein set forth.

Under provisions of Chapter 112, Florida Statutes, Contractor must disclose with bid the name of any officer, director, or agent who is also an employee of the Town of Longboat Key. Contractor must disclose on an attachment (provided by Contractor) entitled "Submitted Bid Conflict of Interest" the name of any Town employee who owns, directly or indirectly, a five percent (5%) or more interest in the Contractor's firm or any of its branches, or in the firm of any subcontractor to this bid. Absence of such an attachment represents Contractor's certification of no such employee.

The undersigned Contractor understands that the Town reserves the right to reject any or all bids and to waive any informalities and minor irregularities in any bid. The Contractor agrees that this bid shall be good and may not be withdrawn for a period of one hundred twenty (120) days after the scheduled IFB opening.

Contractor acknowledges receipt of the following addenda issued during the solicitation period; the cost of which, if any, is included in bid pricing. If an addendum is issued, the Addendum Acknowledgement below must be submitted with the Bid Submittal at the time and due date of the bid.

ADDENDUM #	ADDENDUM DATE	ADDENDUM #	ADDENDUM DATE
1	08/19/2024	_____	_____
2	08/19/2024	_____	_____
_____	_____	_____	_____



# TOWN OF LONGBOAT KEY

INCORPORATED NOVEMBER 14, 1955

Kari L. Kennedy, CPPB  
Purchasing Manager  
501 Bay Isles Road  
Longboat Key, FL 34228-3196  
(941) 316-1943  
Kkenedy@Longboatkey.org

## IFB 24-091 FIRE HYDRANT MAINTENANCE, REPAIR AND REPLACEMENT SERVICES

### ADDENDUM #1

**Subject: QUESTIONS AND ANSWERS**

**Date: August 19, 2024**

---

ALL CONTRACTORS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING  
BELOW AND SUBMITTING THIS EXECUTED DOCUMENT WITH THE BID.

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Contractors are hereby notified that this Addendum shall become part of the submitted bid  
and the subsequent documents, if applicable.

The following items are issued to add to, modify, and clarify the IFB and all associated  
documents. Bids shall conform to the additions and revisions listed herein. These items shall  
have full force and effect as the IFB and all associated documents.

Contractor Name: R&M Service Solutions, LLC.

Address: 11820 Uradco Place, Suite 103, San Antonio, FL 33576

Phone : 877-847-6747 Office / 352-398-9127 Cell

Email: mgeorge@rmservicesolutions.com

Authorized Signature: 

Printed Authorized Name: Michael George, General Manager

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QUESTIONS:

1. The scope includes the following: "Record static pressure, pitot pressure, residual pressure, and flow at 20 psi." Is this a true two-hydrant M17 test or a single hydrant test using a "dummy" residual?

**Answer: This is a true two hydrant test**

2. How many hydrants does the Town of Longboat Key expect to test and maintain annually?

**Answer: 405**

3. What is the annual budget for fire hydrant repairs?

**Answer: The annual budget for fire hydrant repairs will be established after conducting thorough inspections of all fire hydrants. The inspection results will provide the Town with a clearer understanding of the necessary repairs and associated costs. Additionally, the maintenance section of the bid sheet will guide our first steps in prioritizing repairs and estimating expenditures for this project**

4. Most qualified contractors can provide sub-foot GPS locations. Would the Town of Longboat Key prefer sub-foot GPS?

**Answer: prefer but not required**

5. What version of ArcGIS version does the Town of Longboat Key use?

**Answer: Specifically, we use the "current" ESRI ArcGIS Platform.**

**The actual 'versions' are:**

- **Windows Server 11.3**
- **Desktop ArcPro 3.3**

6. Does the Town of Longboat Key require contractor to have a GISP certification?

**Answer: The town does not require contractor to have a GISP certification.**

7. Does the Town of Longboat Key require a web-based project management dashboard to view real-time work progress and assessment updates?

**Answer: No**

8. Does the Town of Longboat Key require contractor to have instant notification system to alert multiple contacts if an inoperable fire hydrant is found?

**Answer: Contractor will work closely with a Town employee, communication will be via phone and email.**



# TOWN OF LONGBOAT KEY

INCORPORATED NOVEMBER 14, 1955

Kari L. Kennedy, CPPB  
Purchasing Manager  
501 Bay Isles Road  
Longboat Key, FL 34228-3196  
(941) 316-1943  
Kkenedy@Longboatkey.org

## IFB 24-091 FIRE HYDRANT MAINTENANCE, REPAIR AND REPLACEMENT SERVICES

### ADDENDUM #2

**Subject: QUESTIONS AND ANSWERS**

**Date: August 19, 2024**

---

ALL CONTRACTORS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING  
BELOW AND SUBMITTING THIS EXECUTED DOCUMENT WITH THE BID.

---

Contractors are hereby notified that this Addendum shall become part of the submitted bid and the subsequent documents, if applicable.

The following items are issued to add to, modify, and clarify the IFB and all associated documents. Bids shall conform to the additions and revisions listed herein. These items shall have full force and effect as the IFB and all associated documents.

Contractor Name: R&M Service Solutions, LLC.

Address: 11820 Uradco Place, Suite 103, San Antonio, FL 33576

Phone : 877-847-6747 Office / 352-398-9127 Cell

Email: mgeorge@rmservicesolutions.com

Authorized Signature \_\_\_\_\_

Printed Authorized Name: Michael George, General Manager

---

QUESTIONS:

1. Section 4.2 – Contractor shall employ and designate personnel who will be assigned to the Towns project who possesses a State of Florida Level 3 Water Distribution System Operator License. Will the contractors state license which allows water main installations not be acceptable as an equal to the requirement of Section 4.2?

**Answer: No, it will not be accepted.**

2. Are there any bond requirements?

**Answer: No, there are no bond requirements.**

3. If subs are used do subcontractors have to carry a FDEP Operators license along with Hydrant Operations.?

**Answer: Yes, if the subcontractor will perform work on the Towns distribution system (example: hydrants or valves).**

**No, if the subcontractor will perform work in support (example: dewatering, sodding, restoration of site).**

4. Does Long Boat Key require the Contractor to self- perform over 90% of job completion?

**Answer: Yes, the Contractor shall perform the majority of the work by the Contractors personnel. All work planned to be performed by subcontractors shall be submitted with the portion of the work that will be performed in accordance with Section 4.4 and 4.5 of the bid document.**

5. Due to manufactures supply will any other manufacturer hydrant be acceptable?

**Answer: Yes, American Flow Control, Model # Darling B-84-B-5 meeting all of the specifications listed in Section 2.10 – Hydrants will be accepted. All specifications listed in Section 2.10 – Hydrants must be met.**

6. Will the Town apply a CPI escalator clause in the contract?

**Answer: Yes, the awarded Contractor may request a CPI escalator provision as a part of contract negotiations.**

Having carefully examined the IFB Documents, Contractor agrees to the terms contained therein and proposes to furnish all labor, material, and equipment for the entire work for the **TOTAL BASE BID** and to execute an agreement for work, insurance certifications, and other instruments or documents as specified or included in the IFB Documents, and will completely perform the work in strict accordance with the terms of the IFB Documents.

**INSERT PDF COPY OF BID SHEETS FOLLOWING THIS PAGE.**

**TOTAL BASE BID: \$ 974,464.00**

Total Base Bid \$ 974,464.00 and in words: Nine Hundred Seventy-Four Thousand  
Four Hundred Sixty-Four and No/100

The undersigned Contractor acknowledges that work to be performed shall conform to all Town codes and regulations. Work must be accomplished in a professional manner and meet all standards of any professional trade requiring a license and or permit.

R&M Service Solutions, LLC.

Contractor Name

7256 Westport Place, Suite A

Mailing Address

West Palm Beach, FL 33413

City, State and Zip Code

877-847-6747 Office / 352-398-9127 Cell

(Area Code) Telephone Number

08/26/2024

Date

  
Authorized Signature (Manual)

Michael George

Name (Typed or Printed)

General Manager

Title (Typed or Printed)

mgeorge@rmservicesolutions.com

Email Address

Type of Organization:

Sole Proprietorship     Partnership     Non-Profit     Sub-Chapter  
 Joint Venture     Corporation     LLC     LLP  
 Publicly Traded     Employee Owned

State of Incorporation: Florida

## BID SHEET

### IFB 24-091 - Fire Hydrant Maintenance, Repair, Replacement Services

Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
<b>Hydrant Services</b>					
<b>Maintenance</b>					
1	Hydrant Maintenance (Inc GPS sub-meter, scrap, wirebrush and paint)	Each	405	\$ 110.00	\$ 44,550.00
2	Scrape, Wire Brush, and Paint Hydrant Only (No Maintenance)	Each	1	\$ 110.00	\$ 110.00
3	Attach Hydrant ID Tag	Each	1	\$ 15.00	\$ 15.00
4	Install Reflective Road Marker	Each	1	\$ 20.00	\$ 20.00
<b>Repair</b>					
5	Bonnet and/or Break Away Flange Bolt Replacement	Each	1	\$ 50.00	\$ 50.00
6	Upper Barrel Repair	Each	1	\$ 800.00	\$ 800.00
7	Lower Barrel Repair	Each	1	\$ 1100.00	\$ 1100.00
8	Hydrant Extension 6 Inch	Each	1	\$ 900.00	\$ 900.00
9	Hydrant Extension 12 Inch	Each	1	\$ 1200.00	\$ 1200.00
10	Hydrant Extension 18 Inch	Each	1	\$ 1400.00	\$ 1400.00
<b>Replace</b>					
11	Replace typical bury (48 inch) hydrant on functioning and restrained isolation valve. This scenario will not require a shut down or line stop.	Each	2	\$ 10,500.00	\$ 21,000.00
12	Replace typical bury (48 inch) hydrant and "tie-back" unrestrained isolation valve providing valve is mechanical joint and not "push on". This scenario will not require a shut down or line stop	Each	2	\$ 12,000.00	\$ 24,000.00
13	Replace typical bury (48 inch) hydrant and (or install) isolation valve on existing restrained MJ tee. This scenario will require a shut down or line stop.	Each	1	\$ 13,000.00	\$ 13,000.00
14	Replace typical bury (48 inch) hydrant, isolation valve and tee. This scenario will require a shut down or line stop				
14a	6 inch x 6 inch tee	Each	1	\$ 16,000.00	\$ 16,000.00
14b	6 inch x 8 inch tee	Each	1	\$ 16,500.00	\$ 16,500.00
14c	6 inch x 10 inch tee	Each	1	\$ 16,700.00	\$ 16,700.00
14d	6 inch x 12 inch tee	Each	1	\$ 16,850.00	\$ 16,850.00
14e	6 inch x 14 inch tee	Each	1	\$ 17,250.00	\$ 17,250.00
14f	6 inch x 16 inch tee	Each	1	\$ 17,500.00	\$ 17,500.00
<b>Install</b>					
Install new hydrant and (isolation) valve on existing water main typical bury (48 inch) water main .					
15	with 6 inch x 6 inch wet tap	Each	1	\$ 12,500.00	\$ 12,500.00
15a	with 6 inch x 8 inch wet tap	Each	1	\$ 12,800.00	\$ 12,800.00
15b	with 6 inch x 10 inch wet tap	Each	1	\$ 13,250.00	\$ 13,250.00
15c	with 6 inch x 12 inch wet tap	Each	1	\$ 13,750.00	\$ 13,750.00

Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
15d	with 6 inch x 14 inch wet tap	Each	1	\$ 14,000.00	\$ 14,000.00
15e	with 6 inch x 16 inch wet tap	Each	1	\$ 14,150.00	\$ 14,150.00
16	Abandon existing hydrant and isolation valve in place (below ground)	Each	1	\$ 5,000.00	\$ 5,000.00
17	Installation of hydrant other than typical 48 inch bury	per 6 inch increment	6	\$ 450.00	\$ 2,700.00
18	Hydrant set more than 6 feet away from centerline of tee	LF	2	\$ 200.00	\$ 400.00
19	Hydrant set includes restrain 6 inch MJ bend(s)	Each	1	\$ 400.00	\$ 400.00
<b>Valve Services</b>					
20	Valve Maintenance (includes sub-meter GPS location)	Each	50	\$ 65.00	\$ 3,250.00
21	Valve Maintenance (includes sub-foot GPS location)	Each	50	\$ 65.00	\$ 3,250.00
22	Valve Maintenance (without GPS location)	Each	10	\$ 65.00	\$ 650.00
23	Not found Valve (ref. Valve Maintenance scope of work)	Each	30	\$ 50.00	\$ 15,000.00
24	Raise valve box to grade <12 inch depth (excluding concrete areas and vehicular arteries)	Each	30	\$ 200.00	\$ 6,000.00
25	Raise valve box to grade <12 inch depth in concrete areas and vehicular arteries	Each	30	\$ 450.00	\$ 13,500.00
26	inch dept but <48 inch dept (excluding concrete areas and vehicular arteries)	Each	5	\$ 500.00	\$ 2,500.00
27	Raise valve box to grade <12 inch depth but <48 inchdepth in concrete areas and vehicular arteries	Each	5	\$ 1,550.00	\$ 7,750.00
28	Replace existing 2 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	5	\$ 7,500.00	\$ 37,500.00
29	Replace existing 4 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	5	\$ 800.00	\$ 4,000.00
30	Replace existing 6 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	4	\$ 800.00	\$ 3,200.00
31	Replace existing 8 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	1	\$ 10,000.00	\$ 10,000.00
32	Replace existing 10 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	1	\$ 14,000.00	\$ 14,000.00
33	Replace existing 12 inch valve with resilient wedge gate vale on dry pipe (assume 48 inch bury)	Each	1	\$ 15,000.00	\$ 15,000.00

Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
34	Replace existing 14 inch valve with resilient wedge gate vale on dry pipe (assume 48 inch bury)	Each	1	\$ 17,000.00	\$ 17,000.00
35	Replace existing 16 inch valve with resilient wedge gate vale on dry pipe (assume 48 inch bury)	Each	1	\$ 17,000.00	\$ 17,000.00
36	Installation of 4 inch insertion valve (assume 48 inch bury)	Each	3	\$ 12,500.00	\$ 36,750.00
37	Installation of 6 inch insertion valve (assume 48 inch bury)	Each	5	\$ 13,987.00	\$ 69,935.00
38	Installation of 8 inch insertion valve (assume 48 inch bury)	Each	1	\$ 16,125.00	\$ 16,125.00
39	Installation of 10 inch insertion valve (assume 48 inch bury)	Each	1	\$ 18,500.00	\$ 18,500.00
40	Installation of 12 inch insertion valve (assume 48 inch bury)	Each	1	\$ 23,400.00	\$ 23,400.00
41	Installation of 16 inch insertion valve (assume 48 inch bury)	Each	1	\$ 48,000.00	\$ 48,000.00
<b>Required use of DI pipe in lieu of C-900 PVC pipe</b>					
42	6 inch	LF	10	\$ 58.00	\$ 580.00
42a	8 inch	LF	10	\$ 71.00	\$ 710.00
42b	12 inch	LF	10	\$ 91.00	\$ 910.00
42c	14 inch	LF	10	\$ 150.00	\$ 1500.00
42d	16 inch	LF	10	\$ 150.00	\$ 1500.00
<b>Line Stop Services</b>					
43	4 inch line stop (316 SS fitting)	Each	2	\$ 13,250.00	\$ 26,500.00
44	4 inch line stop (epoxy fitting)	Each	2	\$ 11,550.00	\$ 23,100.00
45	6 inch line stop (316 SS fitting)	Each	2	\$ 14,464.00	\$ 28,928.00
46	6 inch line stop (expoxy fitting)	Each	2	\$ 13,393.00	\$ 26,786.00
47	8 inch line stop (316 SS fitting)	Each	1	\$ 14,986.00	\$ 14,986.00
48	8 inch line stop (expoxy fitting)	Each	1	\$ 14,407.00	\$ 14,407.00
49	10 inch line stop (316) SS fitting	Each	1	\$ 16,347.00	\$ 16,347.00
50	10 inch line stop (expoxy fitting)	Each	1	\$ 15,221.00	\$ 15,221.00
51	12 inch line stop (epoxy fitting)	Each	1	\$ 15,221.00	\$ 15,221.00
52	14 inch line stop (epozy fitting)	Each	1	\$ 18,354.00	\$ 18,354.00
53	16 inch line stop (epozy fitting)	Each	1	\$ 20,099.00	\$ 20,099.00
<b>Dissimilar OD pipe connection for PVC, DIP, CI and AC pipe only</b>					
54	6 inch	Each	1	\$ 600.00	\$ 600.00
55	8 inch	Each	1	\$ 750.00	\$ 750.00
56	10 inch	Each	1	\$ 815.00	\$ 815.00
57	12 inch	Each	1	\$ 850.00	\$ 850.00
58	14 inch	Each	1	\$ 2,100.00	\$ 2,100.00
59	Leak sounding at each hydrant and/or valve	Each	5	\$ 50.00	\$ 250.00
60	4 inch by-pass piping	LF	10	\$ 175.00	\$ 1,750.00
61	6 inch by-pass piping	LF	10	\$ 200.00	\$ 2,000.00

Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
62	Mobilization & Demobilization	LS	1	\$ 1,500.00	\$ 1,500.00
63	Maintenance of Traffic (MOT)	LS	1	\$ 1,500.00	\$ 1,500.00
64	Barracade Type I or II with Warning Light	ED	1	\$ 20.00	\$ 20.00
<b>Dewatering</b>					
65	Dewatering 0-6"	LF	1	\$ 225.00	\$ 225.00
66	Dewatering 6-12"	LF	1	\$ 350.00	\$ 350.00
67	Dewatering 12-18"	LF	1	\$ 485.00	\$ 485.00
<b>Misc. Materials</b>					
68	Riprap (sand-cement)	CY	1	\$ 500.00	\$ 500.00
69	Fill	CY	1	\$ 150.00	\$ 150.00
70	#57 rock	CY	1	\$ 150.00	\$ 150.00
71	Shell rock	CY	1	\$ 150.00	\$ 150.00
<b>Sod Replacement</b>					
72	Bahia	SY	1	\$ 150.00	\$ 150.00
73	St. Augustine	SY	1	\$ 150.00	\$ 150.00
74	Seed & Mulch	SY	1	\$ 150.00	\$ 150.00
75	Water (1,000 gallons)	GAL	1,000	\$ 1.00	\$ 1,000.00
<b>Miscellaneous Services</b>					
76	Excavation of Unsuitable Material - Haul offsite & dispose (truck measure)	CY	1	\$ 650.00	\$ 650.00
77	Compaction	CY	1	\$ 250.00	\$ 250.00
78	Backfill	CY	1	\$ 265.00	\$ 265.00
79	Emergency Call Out Response Time	HRS	1	\$ 1,000.00	\$ 1,000.00
<b>Total Base Bid</b>					<b>974,464.00</b>

**STATEMENT OF LICENSE CERTIFICATE**  
(MUST BE COMPLETED AND SUBMITTED WITH BID)

Failure to submit this documentation at the time of the bid opening may result in the disqualification of the Contractor.

1: State of Florida Contractor Underground Utilities License

Qualifying Firm Name: \_\_\_\_\_

Qualifying Licensed Person: \_\_\_\_\_

FL License # \_\_\_\_\_

Attach Copy of License

2: State of Florida FDEP Level 3 Water Distribution System Operator License

Qualifying Firm Name: \_\_\_\_\_

Qualifying Licensed Person: \_\_\_\_\_

FL License # \_\_\_\_\_

Attach Copy of License



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE UNDERGROUND UTILITY & EXCAVATION CO HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**RAKOCZY, JOHN ROBERT**

R&M SERVICE SOLUTIONS, LLC  
PO BOX 210155  
ROYAL PALM BEACH FL 33421

**LICENSE NUMBER: CUC1225260**

**EXPIRATION DATE: AUGUST 31, 2026**

Always verify licenses online at [MyFloridaLicense.com](https://www.MyFloridaLicense.com)

ISSUED: 07/15/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



State of Florida  
Department of Environmental Protection

ISSUED: 03/29/2023

LICENSE NO.: 0018509

THE CLASS 1 DISTRIBUTION SYSTEMS OPERATOR NAMED BELOW IS  
LICENSED UNDER THE PROVISIONS OF CHAPTER 403, FLORIDA STATUTES.

VALID UNTIL: 04/30/2025

MICHAEL G. GEORGE

RON DESANTIS

SHAWN HAMILTON

GOVERNOR

DISPLAY IS REQUIRED BY LAW

SECRETARY

State of Florida  
Department of Environmental Protection

ISSUED: 04/05/2023

LICENSE NO.: 0020693

THE CLASS 3 DISTRIBUTION SYSTEMS OPERATOR NAMED BELOW IS  
LICENSED UNDER THE PROVISIONS OF CHAPTER 403, FLORIDA STATUTES.

VALID UNTIL: 04/30/2025

JOHN R. DINOVO

RON DESANTIS

SHAWN HAMILTON

GOVERNOR

DISPLAY IS REQUIRED BY LAW

SECRETARY

State of Florida  
Department of Environmental Protection

ISSUED: 03/30/2023

LICENSE NO.: 0019084

THE CLASS 1 DISTRIBUTION SYSTEMS OPERATOR NAMED BELOW IS  
LICENSED UNDER THE PROVISIONS OF CHAPTER 403, FLORIDA STATUTES.

VALID UNTIL: 04/30/2025

CARSON TODD JERNIGAN

RON DESANTIS

SHAWN HAMILTON

GOVERNOR

DISPLAY IS REQUIRED BY LAW

SECRETARY

**CONTRACTOR EXPERIENCE**  
(MUST BE COMPLETED AND SUBMITTED WITH BID)

Failure to submit this documentation at the time of the bid opening may result in the disqualification of the Contractor.

Provide complete information below. Provide five (5) project/contract references for the scope of similar size and for work performed within the last ten (10) years. Reference and contact information must be current with the name, telephone number and email address of a responsible entity for each project/contract cited. References must apply to projects/contracts completed by the Contractor and must indicate utilities where the Contractor has performed post-processed GPS positions on water distribution valves and fire hydrants and must indicate utility size and the number of valves completed. Attach additional sheets as needed.

**PROJECT/CONTRACT #1**

Entity Name: Volusia County, FL Project/Contract Name: Solicitation Number 20-B-20LL

Address; City; State: 3151 E New York Ave, 2nd Floor, Deland, FL 32724

Contact Name: Allen Ferguson  
Field Operations Manager Telephone Number: 386-822-6465

Email Address: aferguson@volusia.org

Summary of work performed: Hydrant and Isolation Valve Maintenance and Repair  
All the water distribution valves and fire hydrants encountered in this contract are to be GPS mapped within sub-meter accuracy

1. Coordinate data shall be field-collected with autonomous GPS readings and subsequently differentially corrected via post-processing.

Volusia County's Water Resources and Utilities serves approximately 40,000 people

The county's utilities operate 16 water- and wastewater-treatment facilities and have more than 500 miles of pipes transmitting water, sewage and wastewater.

1723 Hydrants/ 1723 Hydrant Valves Completed

**PROJECT/CONTRACT #2**

Entity Name: Seminole County, FL Project/Contract Name: IFB-603974-20

Address; City; State: 3300 Dike Road, Winter Park, FL 32792

Contact Name: Chris Graybosch Telephone Number: 407-840-4058

Email Address: cgraybosch@seminolecountyfl.gov

Summary of work performed: Hydrant and Valve Maintenance Repair and Flushing Services  
GPS Mapping: All the water distribution valves and fire hydrants encountered in this contract are to be GPS mapped within sub-meter accuracy and the data delivered in an electronic format compatible with SCES' ArcGIS/ArcMap system software. Coordinate data shall be field-collected with autonomous GPS readings and subsequently differentially corrected via post-processing.

The Seminole County Water Division pumps, treats, and delivers drinking water to almost 39,511 residential and commercial accounts through 592 miles of water mains in unincorporated Seminole County. The six water treatment plants produce a maximum capacity of 46.036 million gallons of water per day.

1745 Hydrants/ 1745 Hydrant Valves/ 5000 System Valves Completed

**CONTRACTOR EXPERIENCE**  
(MUST BE COMPLETED AND SUBMITTED WITH BID)

Failure to submit this documentation at the time of the bid opening may result in the disqualification of the Contractor. Attach additional sheets as needed.

**PROJECT/CONTRACT #3**

Entity Name: Town of Davie Project/Contract Name: ITB# RS-23-69

Address; City; State: 8800 SW 36th Street Davie, FL 33328

Contact Name: Bill Peele  
Superintendent of Operations Telephone Number: 954-327-3743

Email Address: bpeele@davie-fl.gov

Summary of work performed: Fire Hydrant and Valve Maintenance and Repair Services

GPS was not required.

The Town of Davie Utilities Department maintains and operates two water plants, one wastewater plant, and one water reclamation facility. Repairs and maintains water and sewer pipe lines and 59 wastewater pump stations throughout the Town's 10,000+ residential and commercial accounts.

1509 Hydrants/ 1509 Hydrant Valves/ 735 System Valves Completed

**PROJECT/CONTRACT #4**

Entity Name: City of Weston Project/Contract Name: Seminole IFB-603974-20  
JEA 1410297646

Address; City; State: 2599 S Post Rd, Weston, FL 33327

Contact Name: Jose Casio Telephone Number: 954-385-2600

Email Address: jcasio@westonfl.org

Summary of work performed: Seminole IFB-603974-20 Hydrant and Valve Maintenance,

Repair and Flushing Services

JEA 1410297646 Removal and Replacement and Inspection of Release Valves

The City of Weston Public Works and Utilities Department is responsible for the management and maintenance of the drainage structures, pipes, culverts, lakes, canals and pumping stations; over 200 miles of water transmission and distribution mains; approximately 200 miles of wastewater pipes and forcemains; wastewater lift stations; and wetland mitigation areas.

1727 Hydrants/ 1727 Hydrant Valves/ 3000+ System Valves Completed

**CONTRACTOR EXPERIENCE**  
(MUST BE COMPLETED AND SUBMITTED WITH BID)

Failure to submit this documentation at the time of the bid opening may result in the disqualification of the Contractor. Attach additional sheets as needed.

**PROJECT/CONTRACT #5**

Entity Name: Town of Longboat Key Project/Contract Name: IFB-19-070-0-2019

Address; City; State: 501 Bay Isles Road, Longboat Key, FL 34228  
Richard Walters

Contact Name: Water Treatment Operator Telephone Number: (941) 316-1988

Email Address: rwalters@longboatkey.org

Summary of work performed: Fire Hydrant Maintenance, Repair and Replacement Services  
All the fire hydrants encountered in this contract are to be GPS mapped within sub-meter/foot accuracy and the data delivered in a database compatible with the Town's GIS software. Coordinate data shall be field-collected with autonomous GPS readings and subsequently differentially corrected via post-processing.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

400 Hydrants/ 400 Hydrant Valves Completed

The undersigned guarantees the accuracy and truth of the information provided herein.

Contractor's Name:

By: Michael George , its General Manager  
(name) (title)

Signature:  Date: 08/26/2024

**PERSONNEL COVERAGE**  
(MUST BE COMPLETED AND SUBMITTED WITH BID)

Failure to submit this documentation at the time of the bid opening may result in the disqualification of the Contractor.

1, Provide a resume of the personnel proposed as the Project Manager to the Town. All relevant experience and qualifications must be listed. Provide a brief description demonstrating the project manager is qualified and can provide adequate coverage for the desired work and responding to the Town's needs.

2. Provide a resume of the personnel proposed as the Quality Control Manager to the Town. All relevant experience and qualifications must be listed. Provide a brief description demonstrating the Quality Control Manager is qualified and can provide adequate coverage for the desired work and responding to the Town's needs.

An organizational chart with descriptions and qualifications will be accepted. Any subcontractors shall be listed separately.

Project Managers - Resumes and Certifications Attached  
Michael George, General Manager  
Todd Jernigan, Chief Operating Officer

Quality Control Manager - Resume and Certifications Attached  
Mike Grande, Quality Control



11820 Uradco Place, Suite #103  
San Antonio, Florida 33576  
877-847-6747 Office 352-398-9127 Cell  
Email: [mgeorge@rmservicesolutions.com](mailto:mgeorge@rmservicesolutions.com)  
<https://www.rmservicesolutions.com>

## **Michael G. George, General Manager**

### **R&M Service Solutions, LLC. 11/2013 – Present**

#### **Responsibilities**

- Provide new clients with product and service information
- Heavy networking
- Researching and responding to client's inquiries
- Search new leads and secure business through pro-active approaches
- Find, qualify, and capture new business
- Active contribution to our growth strategy and wider business plan
- Delivery of results against set objectives
- Work with and respond to complex, large business request for proposals

#### **Qualifications**

- Highly skilled in organizational management
- Effectively manage multiple tasks and changing levels of responsibilities
- Implement innovative ideas, concepts, methods, and technologies
- Energetic and initiative-taking collaborator and team builder
- Thrive in both independent and collaborative work environments

#### **Certifications**

- FDEP Class I Distribution System Operator
- FDOT Temporary Traffic Control Intermediate Course
- FL Stormwater Association Stormwater Operator Level 1
- FWPCOA Class A Wastewater Collection Technician
- FWPCOA Storm Water Level C
- OSHA Confined Space Entry Program
- OSHA Excavation and Trenching
- OSHA 30 Hour Construction Safety & Health
- Project Management Procedures
- Creative Problem Solving
- Understanding Job Tracking
- Understanding Estimating
- Contracts and Change Orders
- American Safety Institute CPR, AED, and Basic First Aid
- National Safety Council Defensive Driving Course

#### **Professional Affiliations**

- FSA WWA Mac Council
- AWWA Member
- FSA WWA Distribution Awards Chairperson

# TRAINING IDENTIFICATION

**Mike George**

OSHA 29 CFR 1926.650-652 Subpart P - 5 Hours

**Excavation and Trenching for the Competent Person**

#141467                      April 08, 2020  
CERTIFICATE NUMBER      EFFECTIVE DATE

eTraining, Inc    etraintoday.com    15-556-9384

CELL: 352-398-9127  
OFFICE: 877-847-6747

MIKE GEORGE  
GENERAL MANAGER



CA Lic. #998799  
FL Lic. #CUC1225260

mgeorge@rmservicesolutions.com  
www.rmservicesolutions.com



20-602005574

This card acknowledges that the recipient has successfully completed:

**30-hour Construction Safety and Health**

This card issued to:

**Michael G George**

Bhushan Sukhram                      6/8/2017  
Trainer Name                              Date of Issue

# TRAINING IDENTIFICATION

**Mike George**

OSHA 29 CFR 1910.146 - 2 Hours

**OSHA Permit-Required Confined Space Entry**

#141448                      April 08, 2020  
CERTIFICATE NUMBER      EFFECTIVE DATE

eTraining, Inc    etraintoday.com    15-556-9384



Control No.  
656191

**Michael George**

has completed a National Safety Council's  
**4-hour Defensive Driving Course**

G620547642470                      4/8/2020

Drivers License Number:              Course Completion Date:

**MS Safety Services Tampa, FL**

TRAINING CENTER

Mark Albertson                      851446  
Instructor Name                      Instructor Number

CERTIFICATION  
CARD

# CPR, AED, and Basic First Aid

**Michael George**

has successfully completed and competently performed  
the required knowledge and skill objectives for this program.

Adult     Adult and Child     Adult, Child, and Infant

Card is void if more than one box is checked.



**AMERICAN SAFETY & HEALTH INSTITUTE**

State of Florida  
Department of Environmental Protection

LICENSE NO.: 0018509              DATE ISSUED: 03/29/2023

CLASS 1 DISTRIBUTION SYSTEMS

MICHAEL G. GEORGE

IS LICENSED UNDER PROVISIONS OF CHAPTER 403, FLORIDA STATUTES

VALID UNTIL: 04/30/2025



**MICHAEL GEORGE**

Certificate:

617714

Issued: 12/05/2023

Expires: 11/22/2027

Instructor: C

Has Completed a FDOT Approved Temporary Traffic  
Control: Intermediate Course.

Training Provider:

Safety Scotty's MCT Training, LLC  
7790 Professional Place  
Tampa, FL 33570  
Ph: 813-787-3690



Verify this Certificate at [www.motadmin.com](http://www.motadmin.com).

*Florida Water & Pollution Control Operators Association*

*Voluntary Certification Program  
hereby certifies that*

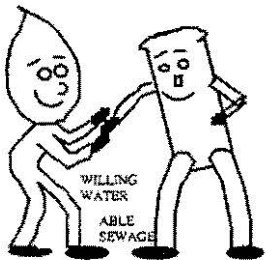
*Michael George*

*has met the requirements for certification*

*as*

*Class A*

*Wastewater Collection Technician*



**FW&PCOA**

*Certificate Number 465*

*[Signature]*

*President, FW&PCOA*

*Date issued August 13, 1999*

*[Signature]*

*Chairman, Voluntary Certification Board*

# FLORIDA WATER AND POLLUTION CONTROL OPERATORS ASSOCIATION

VOLUNTARY CERTIFICATION PROGRAM

hereby certifies that

**MICHAEL GEORGE**

has met the requirements for certification as a

**Stormwater Technician Level "C"**


Certificate Number

406

FW&PCOA

Date Issued

2 MAY 1997

  
Voluntary Certification Board

\_\_\_\_\_  
FW&PCOA President

**FLORIDA STORMWATER  
ASSOCIATION**

Has Conferred Upon

**Michael George**

The Designation of

**Stormwater Operator - Level 1**

*For successful completion of the FSA Stormwater Operator Certification Level 1 Course.*

Course Date: July 30-31, 2012

Course Location: City of Wellington



Executive Director

July 31, 2012

Date



Certificate # 2291

Expires: 2017



11820 Uradco Place, Suite #103  
San Antonio, Florida 33576  
877-847-6747 Office 352-201-1716 Cell  
Email: tjernigan@rmservicesolutions.com  
<https://www.rmservicesolutions.com>

## **Todd Jernigan, Chief Operating Officer**

### **R&M Service Solutions, LLC. 10/2022 – Present**

#### **Responsibilities**

- Work with leadership team to create efficient measures and realistic goals that align with the intended direction of R&M Service Solutions Shareholders and the Rangeline Group
- Steer the Operations division using continuous process improvement and development of operating procedures to streamline policy and procedures
- Oversee all Operations to include Maintenance, Construction, Fleet Services, Budgeting, Accountability, Communication Planning, Customer Service, Employee Experience, Delegation, and Training

### **Orlando Utilities Commission 04/2019 – 09/2022**

#### **Manager Water Maintenance and Operations**

- Responsible for the safe and reliable operations and maintenance of the water distribution system
- Provide direct supervision for the Water Operations and Maintenance Supervisors working within the Distribution Construction and Maintenance Department
- Respond to major system events on a 24/7 basis and provide leadership and support for crews

#### **Qualifications**

- Strategic Leadership
- Leadership Development
- Operational Support
- Project Planning
- Operations Management
- Project Management
- Business Management
- Contract Negotiation
- Maintenance Management
- Construction Management
- Goal Setting
- Budgeting
- Accountability
- Trouble Shooting
- Heavy Equipment
- Blueprints
- Infrastructure Design
- Infrastructure Maintenance
- Risk Assessment
- Risk Aversion
- Servant Leadership

#### **Certifications**

- FDEP Water Distribution Level 1
- Class C Stormwater
- Class C Collections
- Utility Customer Relations 3
- Confined Space
- Excavation and Trenching
- OSHA 30 and 10
- The Leadership Challenge
- Leadership Essentials
- FEMA Basic Incident Command for Initial Response
- FEMA Introduction to Incident Command System
- University of Central Florida Effective Negotiations



11820 Uradco Place, Suite #103  
San Antonio, Florida 33576  
877-847-6747 Office 352-201-1716 Cell  
Email: [tjernigan@rmservicesolutions.com](mailto:tjernigan@rmservicesolutions.com)  
<https://www.rmservicesolutions.com>

## **Todd Jernigan, Chief Operating Officer**

### **Professional Affiliations**

- AWWA, FWPCOA, FRWA
- Manufacturers and Associates Council
- Winner Charles Hogue Award 2021
- Co-Chair Awards Committee, Co-Chair Outdoor Events

### **Education**

University of Phoenix – 2016

- Bachelor's Science Business/Concentration in Project Management

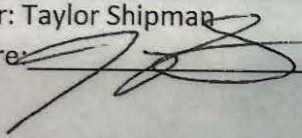


1150 Blue Mount Rd W, Suite 301, Haslet TX 76052

**Trenching and Excavating Competent Person**

NAME: Todd Jernigan  
Date of Issue : 10-05-23

Instructor: Taylor Shipman

Signature: 

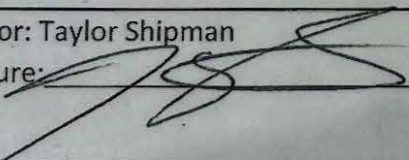


1150 Blue Mount Rd W, Suite 301, Haslet TX 76052

**Confined Space - Authorized Enrant - Attendant- Entry Supervisor**

NAME: Todd Jernigan  
Date of Issue : 10-05-23

Instructor: Taylor Shipman

Signature: 



**Membership Card**

**Carson Todd Jernigan**

Member #: 03181299  
Type: Operations/Administrative  
Section: Florida Section

Expires: 09/30/2024



26-007447525

This card acknowledges that the recipient has successfully completed:

**10-hour Construction Safety and Health**

This card issued to:

**CARSON JERNIGAN**

Curtis Eugene Chambers  
Trainer Name

05/02/2023  
Date of Issue



26-607488406

This card acknowledges that the recipient has successfully completed:

**30-hour Construction Safety and Health**

This card issued to:

**CARSON JERNIGAN**

Jason Lane Cole  
Trainer Name

10/24/2023  
Date of Issue

**State of Florida  
Department of Environmental Protection**

LICENSE NO.: 0019084

DATE ISSUED: 03/30/2023

CLASS 1 DISTRIBUTION SYSTEMS

CARSON TODD JERNIGAN

IS LICENSED UNDER PROVISIONS OF CHAPTER 403, FLORIDA STATUTES

VALID UNTIL: 04/30/2025





11820 Uradco Place, Suite #103  
San Antonio, Florida 33576  
877-847-6747 Office 352-442-5703 Cell  
Email: [mgrande@rmservicesolutions.com](mailto:mgrande@rmservicesolutions.com)  
<https://www.rmservicesolutions.com>

## **Mike Grande – Quality Control**

### **R&M Service Solutions, LLC. 11/2013 – Present**

#### **2022-Present Quality Control**

##### **Responsibilities**

- Visit project sites to ensure work is properly completed and conforms with industry and R&M standards and customer expectations
- Examine processes and operational techniques with Service Technicians to maintain or improve efficiency

#### **2019-2022 Maintenance Supervisor**

##### **Responsibilities**

- Oversee Hydrant and Valve Technicians procedures and quality of work
- Schedule Service Technicians for projects at various locations throughout the state of Florida
- Ensure equipment and materials required to complete projects are on job sites

#### **2018-2019 Technical Trainer**

##### **Responsibilities**

- Train new employees on fire hydrant standard operating procedures
- Train new employees on valve machine operation
- Train new employees for processes of data entry and GPS coordinates

#### **2013-2018 Hydrant and Valve Technician**

##### **Responsibilities**

- Flow, test, paint and GPS fire hydrants
- Operate ISO valves and accurate collection of data and Excel entry
- Operate inline valves with valve machine and accurate collection of data and Excel entry

##### **Qualifications**

- Heavy Equipment Operator (11 Years)
- Construction (5 Years)
- Microsoft Office/Trimble Applications
- Inventory Control
- Mechanical Knowledge
- Leadership

##### **Certifications**

- Water Distribution Level III
- FDOT Temporary Traffic Control MOT
- OSHA 10-Hour Hazard Recognition Training for Construction



This Certifies that  
**MICHAEL GRANDE**

Has Completed a Florida Department of Transportation Approved  
Temporary Traffic Control (TTC) Intermediate Course.

Date Expires: 11/24/2024

Certificate # 67770

Instructor: Ian S. Coleman

FDOT Provider # 171

Safety Scotty's MOT Training, LLC  
Phone: 813-787-3690  
2201 S US HWY 41, Lot 7  
Ruskin, FL 33570  
[www.safetyscotty.com](http://www.safetyscotty.com)  
[motsupervisor@yahoo.com](mailto:motsupervisor@yahoo.com)



# Mitchell Training, Inc.

Certifies That

**Michael Grande**

has successfully completed

**Water Distribution Level III**

Held At

San Antonio

On

9/27/2021

*Barbara B. Mitchell*

Barbara B. Mitchell, Ph.D.  
President/Owner

**Mitchell Training, Inc.**  
**MTI**

CEU 0


OEC-16844022

# CERTIFICATE OF COMPLETION



MICHAEL A

Has diligently and with merit completed a  
10-Hour OSHA Hazard Recognition Training for the Construction Industry Course  
on 2/15/2019  
from the OSHA Education Center and the American Safety Council Inc., and is awarded 1.0 IACET CEU.



Director: Jeffrey Pairan



As an IACET Accredited Provider, American Safety Council Inc. offers CEUs for its programs that qualify under the ANSI/IACET Standard.



11820 Uradco Place, Suite #103  
San Antonio, Florida 33576  
877-847-6747 Office 352-442-5703 Cell  
Email: [jdinovo@rmservicesolutions.com](mailto:jdinovo@rmservicesolutions.com)  
<https://www.rmservicesolutions.com>

## **John Dinovo, Operations Manager**

### **R&M Service Solutions, LLC. 06/2020 – Present**

#### **Responsibilities**

- Water main repairs and maintenance
- Inline valves, fire hydrants and other mechanical fitting installations
- Sewer installs and air release valve repairs and installations
- Excavator and backhoe Operator
- Supervise wet tap on live piping and AVT valves (insertion valves) installations
- Service line installations
- Manage work crews with budgeting costs and overtime considerations
- Material procurement for future projects
- Project meetings with inspectors, contractors, and municipality personnel
- Safety meeting Administrator
- Fleet maintenance

#### **Previous Experience**

- Pipefitter
- Construction Lead
- Construction Foreman
- Supervisor

#### **Qualifications**

- Heavy Equipment Operator (10+ Years)
- Management (3 Years)
- Construction (10+ Years)
- Budgeting (3 Years)
- Microsoft Office Applications
- Inventory Control
- Mechanical Knowledge
- Profit and Loss
- Backhoe Operator (5 Years)
- Construction Management (10+ Years)

#### **Certifications**

- Competent Person Trenching and Excavation
- DEP Class 3 Distribution Systems Operator
- Excavator (Heavy Equipment) Operator Safety Training
- FDOT Temporary Traffic Control
- OSHA 10 Construction Safety and Health
- OSHA 30 Outreach Training - Construction
- OSHA Forklift Certification



### Competent Person Identification Card

By issuing this card the employer indicates that:  
**John Dinovo**

Has been informed of all necessary information required to safely perform the duties of a "Competent Person" during trenching and excavation.

*Kenny Boggs*

Instructor: **Kenny Boggs/Carolina's AGC**

**4/13/2009**  
Date



This Certifies that  
**JOHN DINOVO**

Has Completed a Florida Department of Transportation Approved Temporary Traffic Control (TTC) Intermediate Course.

Date Expires: 11/24/2024

Certificate # 67766

Instructor: Ian S. Coleman

FDOT Provider # 171

Safety Scotty's MOT Training, LLC

Phone: 813-787-3690

2201 S US HWY 41, Lot 7

Ruskin, FL 33670

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

[motsupervisor@yahoo.com](mailto:motsupervisor@yahoo.com)



This certifies that the person named below has successfully completed the

**John Dinovo**

Excavator (Heavy Equipment) Operator Safety Training Online

*Samantha Montaibano*

Samantha Montaibano, Chief Operating Officer

07/06/2022

Issued

Expires in

3 Years

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | [www.360training.com](http://www.360training.com)

This is your pocket card which may be used as proof of training completion. This training program is intended to provide supplementary job safety training and is not required or approved by any regulatory authority. Please check Federal, State, and local regulations for additional training requirements related to your specific job.

Questions?

[support@360training.com](mailto:support@360training.com)

visit: [www.360training.com/osha-campus](http://www.360training.com/osha-campus)

877.881.2235

LICENSE NO.: 0020693

DATE ISSUED: 04/05/2023

CLASS 3 DISTRIBUTION SYSTEMS

JOHN R. DINOVO

IS LICENSED UNDER PROVISIONS OF CHAPTER 403, FLORIDA STATUTES

VALID UNTIL: 04/30/2025





## CERTIFICATE OF COMPLETION

This certifies that

John Dinovo

is awarded this certificate for

**OSHA 30 Hour Outreach Training Program - Construction**



CEUs  
3.0



Credit Hours  
30.00



Completion Date  
04/25/2022

Curtis Chambers, Trainer C 26-0110333 and G 26-0082322



"As an OSHA Outreach Training Program trainer, I affirm that I have conducted this OSHA Outreach Training Program training class in accordance with OSHA Outreach Training Program requirements. I will document this class to my OSHA Authorizing Training Organization. Upon successful review of my documentation, I will provide each student their course completion card within 90 calendar days of the end of the class."

"As an IACET Accredited Provider, 360training.com, Inc. offers IACET CEUs for its learning events that comply with the ANSI/IACET Continuing Education and Training Standard."

THIS CERTIFICATE IS NON-TRANSFERABLE

# Certificate of Completion

**john dinovo**

successfully completed the  
OSHA Forklift Certification Course  
on  
11/21/2022  
and was awarded 0.2 IACET CEUs.



**AMERICAN  
SAFETY COUNCIL**

225 E Robinson St Suite 570  
Orlando, FL 32801

*John D. Conly*

Course Administrator



**SUBCONTRACTORS**

(MUST BE COMPLETED AND SUBMITTED WITH BID)

List each subcontractor the Contractor proposes to use in performing the work. Describe the portion of the work to be performed by each subcontractor.

Subcontractor, Address, Phone Number	Work to be Performed
1. <u>Rangeline Tapping Services</u> <u>7256 Westport Place, Suite A,</u> <u>West Palm Beach, FL 33413</u> <u>561-623-8208</u>	<u>Line Stopping and Insertion Valves</u> <hr/> <hr/>
2. <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
3. <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
4. <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
5. <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>

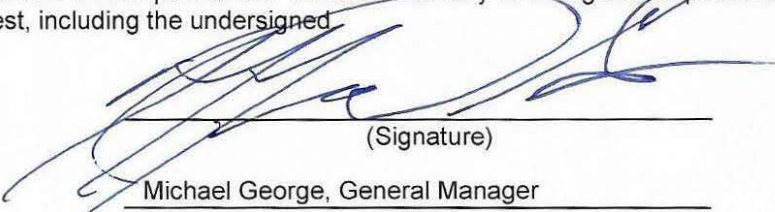
**FAIR PRACTICES AFFIDAVIT**  
(MUST BE COMPLETED AND SUBMITTED WITH BID)

Each Contractor submitting a bid must complete the following affidavit:

STATE OF Florida COUNTY OF Pasco

Michael George, makes oath that:  
(Name of owner, partner, officer, representative, agent)


- (1) She/he is General Manager of R&M Service Solutions, LLC, the Contractor that  
(Title: owner, partner, officer, representative) (Name of firm/business)  
has submitted the attached bid;
- (2) She/he is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
- (3) Such bid is genuine and is not a collusive or sham bid;
- (4) Neither the said Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, has in any way colluded, conspired, or agreed, directly or indirectly with any other Contractor, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Contractor, firm or person to fix the price or prices in the attached bid of any other Contractor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Longboat Key or any person interested in the proposed contract or the proceeds thereof;
- (5) The undersigned has not given or donated or promised to give or donate directly or indirectly to any official or employee of the Engineer, or the Town of Longboat Key, or the Town of Longboat Key Commissioners, or to anyone else for his benefit any sum of money or other thing of value for aid in assistance in obtaining this contract; and
- (6) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Contractor or any of its agents, representatives, owners, employees, or parties in interest, including the undersigned

  
\_\_\_\_\_  
(Signature)  
Michael George, General Manager  
\_\_\_\_\_  
(Title)

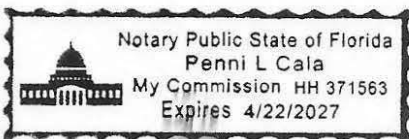
Subscribed and sworn to before me

This 26<sup>th</sup> day of August, 2024.

She/he is personally known to me or has produced Personally known as identification and who did take an oath.

  
\_\_\_\_\_  
(Signature of Notary)

HH 371563 Exp 04/22/2027  
(Commission Number & Commission Expiration)



ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF Florida COUNTY OF Pasco

The foregoing instruments was acknowledged before me this

08/26/2024  
(Date)

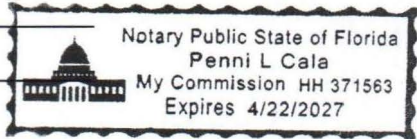
By: Michael George, General Mgr  
(Name of officer or agent, title of officer or agent)

On behalf of the corporation, pursuant to the powers conferred upon said officer or agent by the corporation. He/she personally appeared before me at the time of notarization and is personally known to me or has produced Personally known as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects.

Subscribed and sworn to (or affirmed) before me this 08/26/2024

Penni L Cala  
(Official Notary Signature and Notary Seal)

Commission Number: HH 371563



Penni L Cala Commission expiration date: 04/22/2027  
(Name of Notary typed, printed or stamped)

ACKNOWLEDGEMENT OF FIRM, IF A PARTNERSHIP

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instruments was acknowledged before me this

\_\_\_\_\_  
(Date)

By: \_\_\_\_\_  
(Name of acknowledging partner or agent)

On behalf of the partnership, pursuant to the powers conferred upon said officer or agent by the corporation. He/she personally appeared before me at the time of notarization and is personally known to me or has produced \_\_\_\_\_ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects.

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_

\_\_\_\_\_  
(Official Notary Signature and Notary Seal)

Commission Number: \_\_\_\_\_

\_\_\_\_\_  
(Name of Notary typed, printed or stamped)

ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instruments was acknowledged before me this

\_\_\_\_\_  
(Date)

By: \_\_\_\_\_  
(Name acknowledging)

Who personally appeared before me at the time of notarization and is personally known to me or has produced \_\_\_\_\_ as identification and did certify to have knowledge of the matters stated in the foregoing instrument and certified the same to be true in all respects.

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_

\_\_\_\_\_  
(Official Notary Signature and Notary Seal)

Commission Number: \_\_\_\_\_

\_\_\_\_\_  
(Name of Notary typed, printed or stamped)

**PUBLIC ENTITY CRIMES CERTIFICATION**  
(MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL)

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

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

1. This sworn statement is submitted to Town of Longboat Key  
(print name of public entity)

by Michael George, General Manager  
(print individuals name and title)

for R&M Service Solutions, LLC.  
(print name of entity submitting sworn statement)

whose business address is: 7256 Westport Place, Suite A

City, State and Zip West Palm Beach, FL 33413

and (if applicable) its Federal Employer Identification Number (FEIN) is 27-1422665

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:  
N/A.)

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

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

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

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

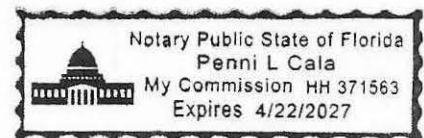
The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent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

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

STATE OF Florida COUNTY OF Pasco

The foregoing instrument was acknowledged before me this 26<sup>th</sup> day of August, 2024, by Michael George, who is personally known to me or has produced Personally known, as identification and who did [did not] take an oath and who acknowledged before me that he executed the same for the purposes therein expressed on behalf of said corporation.

NOTARY PUBLIC: Penni L Cala  
Notary Public Signature: Penni L Cala  
Commission Expires: 04/22/2027



**DRUG FREE WORKPLACE CERTIFICATION**  
(MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL)

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

In order to have a drug free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the action that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug free workplace, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

Identical Tie Bids: Preference shall be given to businesses with drug free workplace programs. If two or more bids are equal with respect to price, quantity, and service then a bid 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 all or none of the tied vendors have or do not have a drug free workplace program (Florida Statutes Section 287.087).

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

CONTRACTOR: R&M Service Solutions, LLC.  
Print or type name of entity

Date 08/26/2024

By:   
Signature

Name: Michael George  
Print or type

Title: General Manager  
Print or type

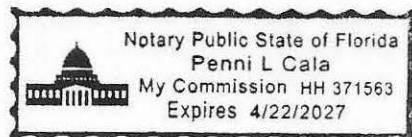
**DRUG FREE WORKPLACE CERTIFICATION**  
(MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL)

STATE OF Florida

COUNTY OF Pasco

The foregoing instrument was acknowledged before me this 26<sup>th</sup> day of August, 2024,  
by Michael George, who is personally known to me or has produced  
Personally known, as identification and who did [did not] take an oath  
and who acknowledged before me that he executed the same for the purposes therein expressed on behalf of said  
corporation.

NOTARY PUBLIC: Penni L Cala  
Notary Public Signature: Penni L Cala  
Commission Expires: 04/22/2027



**EQUAL EMPLOYMENT OPPORTUNITY**  
(MUST BE COMPLETED AND SUBMITTED WITH BID)

The Town of Longboat Key is an Equal Opportunity/Affirmative Action Employer.

Pursuant to Executive Order 11346 as amended, you are advised that under the provisions of government contracting, contractors and subcontractors are obliged to take affirmative action to provide equal employment opportunity without regard to race, creed, color, national origin, age or sex.

**CERTIFICATION BY CONTRACTOR OR SUBCONTRACTOR  
REGARDING EQUAL EMPLOYMENT OPPORTUNITY**

This certification is authorized pursuant to Executive Order 11246, Part II, Section 203(b), (30 F. R. 12319-15). Any Contractor or prospective contractor, or any of the proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicated that the prime or subcontractor has not filed a compliance report due under applicable instruction, such contractor shall be required to submit a compliance report.

Sarah Figer  
(Signature of Contractor)

Sarah Figer  
(Typed name of Contractor)

Phone # 817-229-5529 Email sarah@rangeline.com

Address: R&M Service Solutions, LLC., 11820 Uradco Place, Suite 103, San Antonio, FL 33576

1. Contractor has participated in a previous contract or subcontract, subject to the Equal Opportunity Clause: YES  NO

2. Compliance Reports were required to be filed in connection with such contract or subcontract: YES  NO

If YES, state what reports were filed and with what agency. **Certified Payroll Reports**

3. Contractor has filed all compliance reports due under applicable instructions: YES  NO

If NO, please explain in detail on an additional attached page.

**PARTICIPATION IN E-VERIFY PROGRAM**  
(MUST BE COMPLETED AND SUBMITTED WITH BID)

Contractor hereby certifies compliance with the following:

Pursuant to State of Florida Executive Order No.: 11-116, Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Contractor while performing work or providing services for the Town of Longboat Key, FL. Contractor shall also include in any related subcontracts a requirement that subcontractors performing work or providing services for the Town of Longboat Key, FL, on its behalf utilize the E-Verify system to verify employment of all new employees hired by subcontractor.

Contractor:

R&M Service Solutions, LLC.

Business Name

By: 

Signature

Name: Michael George

Printed

Title: General Manager

Printed

Date: 08/26/2024



**ORGANIZATIONAL STRUCTURE, CLAIMS AND SUITS**  
(MUST BE COMPLETED AND SUBMITTED WITH BID)

ORGANIZATION

Contractor Name: R&M Service Solutions, LLC.

Contractor Address: 11820 Uradco Place, Suite 103, San Antonio, FL 33576

Phone: 352-398-9127 Email: mgeorge@rmservicesolutions.com

Type of Business: Utilities underground, construction and maintenance

How many years in business: 15 Years under the present business name: 15

Under what other or former names has your organization operated: N/A

Corporation:

Date of incorporation: 11/30/2009 LLC, S Corporation

State of incorporation: Florida

Presidents name: John Robert Rakoczy

VP name: John Robert Rakoczy

Secretary name: Corey D Rakoczy

Treasurer name: Corey D Rakoczy

Partnership or Joint Venture:

Date of organization: \_\_\_\_\_

Type of partnership (if applicable): \_\_\_\_\_

Name(s) of general partners: \_\_\_\_\_

Individual:

Date of organization: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

CLAIMS AND SUITS

Has your organization ever failed to complete any work awarded? No  Yes \_\_\_\_\_  
If yes, attach details

Are there any judgments, claims, and arbitration proceedings or suits pending or outstanding against your organization or officers? No  Yes \_\_\_\_\_  
If yes, attach details

Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five (5) years? No  Yes \_\_\_\_\_  
If yes, attach details

Has your organization been named as a defendant or brought in as a party to any lawsuits within the last five (5) years? No  Yes \_\_\_\_\_  
If yes, attach details

Within the last five (5) years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? No  Yes \_\_\_\_\_ If yes, attach details

**SCRUTINIZED COMPANIES CERTIFICATION**  
(Florida Statutes, Section 287.135)  
(MUST BE COMPLETED AND SUBMITTED WITH BID)

SOLICITATION NUMBER: **IFB #24-091**


PROJECT NAME: **FIRE HYDRANT MAINTENANCE, REPAIR, AND REPLACEMENT SERVICES**

The undersigned, as General Manager of R&M Service Solutions, LLC.  
(the Contractor), a LLC, S Corporation, hereby certifies the following to the Town of Longboat Key, Florida, a political subdivision of the State of Florida, by and on behalf of the Contractor in accordance with the requirements of Florida Statutes, Section 287.135:

- (i) the Contractor is not on the Scrutinized Companies with Activities in Sudan List, and
- (ii) the Contractor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List (as both such lists are created pursuant to Florida Statutes, Section 215.473); and
- (iii) the Contractor does not have business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba and Syria; and
- (iv) the Contractor was not on either of the foregoing lists or conducting business operations in Cuba or Syria; and
- (v) the Contractor is not on the Scrutinized Companies that Boycott Israel List (pursuant to Florida Statutes, Section 215.4725; and
- (vi) the Contractor is fully aware of the penalties that may be imposed upon the Contractor for submitting false certification to the Town regarding the foregoing matters; and
- (vii) the undersigned in duly authorized to execute this Certification.

Attest:

As to Contractors name

By:   
Signature  
Penni C Cala  
Bid Coordinator

Contractor:

R&M Service Solutions, LLC.

Contractor name

By:   
Signature

Its: General Manager  
Title of Authorized Representative

Michael George

Printed Name

08/26/2024  
Date

**AFFIDAVIT OF COMPLIANCE WITH FOREIGN ENTITY LAWS**  
(MUST BE COMPLETED AND SUBMITTED WITH BID)

The undersigned, on behalf of the contractor listed below ("Entity"), hereby attests under penalty of perjury as follows:

1. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes. (Source: § 287.138(2)(a), Florida Statutes)
2. The government of a foreign country of concern does not have a controlling interest in Entity. (Source: § 287.138(2)(b), Florida Statutes)
3. Entity is not organized under the laws of, and does not have a principal place of business in, foreign country of concern. (Source: § 287.138(2)(c), Florida Statutes)
4. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Section 692.201, Florida Statutes. (Source: § 288.007(2), Florida Statutes)
5. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Section 692.201, Florida Statutes, or a subsidiary of such entity. (Source: § 288.007(2), Florida Statutes)
6. Entity is not a foreign principal, as defined in Section 692.201, Florida Statutes. (Source: § 692.202(5)(a)(1), Florida Statutes)
7. Entity is in compliance with all applicable requirements of Sections 692.202, 692.203, and 692.204, Florida Statutes.
8. (Only applicable if purchasing real property) Entity is not a foreign principal prohibited from purchasing the subject real property. Entity is either (a) not a person or entity described in Section 692.204(1)(a), Florida Statutes, or (b) authorized under Section 692.204(2), Florida Statutes, to purchase the subject property. Entity is in compliance with the requirements of Section 692.204, Florida Statutes. (Source: §§ 692.203(6)(a), 692.204(6)(a), Florida Statutes)

9. The undersigned is authorized to execute this affidavit on behalf of the Entity

Date: 08/26, 2024

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

Entity: R&M Service Solutions, LLC.

Name: Michael George

Title: General Manager

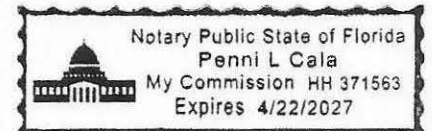
State of Florida, County of Pasco

The foregoing instrument was acknowledged before me this 26<sup>th</sup> day of August 2024 who is personally known to me or as produced as identification and who did (did not) take an oath and who acknowledge before me that he executed the same for the purposes therein expressed on behalf of said corporation.

NOTARY PUBLIC: \_\_\_\_\_

Typed Name: Penni L Cala

Commission Expires: 04/22/2027



**24-091 FIRE HYDRANT MAINTENANCE, REPAIR, AND REPLACEMENT SERVICES  
HUMAN TRAFFICKING AFFIDAVIT – S. 787.06, FLORIDA STATUTES  
(MUST BE COMPLETED AND SUBMITTED WITH BID)**

Before me, the undersigned authority, personally appeared Michael George, hereinafter referred to as the "Affiant," who after being duly sworn hereby swears or affirms as follows:

1. Affiant is over eighteen years of age. The following information is given from Affiant's own personal knowledge.
2. Affiant is an officer or representative of R&M Service Solutions, LLC., a non-governmental entity, hereinafter referred to as the "Entity." Affiant is authorized to provide this affidavit on behalf of the Entity.
3. Affiant hereby attests, under penalty of perjury, that the Entity does not use coercion for labor or services as defined in s.787.06, Florida Statutes.

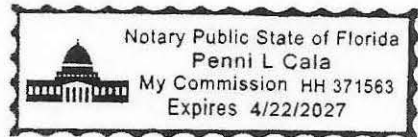
FURTHER AFFIANT SAYETH NOT.

  
Signature of Affiant  
By: Michael George  
For: R&M Service Solutions, LLC.  
As its: General Manager  
Dated: 08/26/2024

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 26th day of August, 2024, by Michael George, on behalf of R&M Service Solutions, LLC., who is personally known to me or who has produced Personally known as identification.

  
Print Name: Penni L Cala  
Notary Public of the State of Florida

My Commission Expires: 04/22/2027



**BIDDER CHECKLIST**  
(MUST BE COMPLETED AND SUBMITTED WITH BID)

Failure to submit the documents below shall result in the Bidder being deemed by the Town as an unresponsive bidder.  
All Bidders must acknowledge they have submitted the documents below with the Bid.

- Submitted Bid Sheet and Acknowledgement of Addenda
- Statement of License Certificate
- Contractor Experience
- Personnel Coverage
- List of Subcontractors Form
- Fair Practices Affidavit
- Acknowledgement of Firm
- Public Entity Crimes Certification
- Drug Free Workplace Certification
- Equal Employment Opportunity
- Participation in E-Verify Program
- Organizational Structure, Claims and Suits
- Scrutinized Companies Certification
- Affidavit of Compliance with Foreign Entity Laws
- Human Trafficking Affidavit
- Checklist



**TOWN OF LONGBOAT KEY**

**RESPONSE RECEIPT FORM**

COMPETITIVE SOLICITATION NUMBER: IFB 24-091

COMPETITIVE SOLICITATION TITLE: FIRE HYDRANT MAINTENANCE, REPAIR, AND REPLACEMENT SERVICES

OPENING DATE & TIME: AUGUST 26, 2024, 2:00PM

BIDDERS	PROPOSAL AMOUNT
<i>R&amp;M Service Solutions, LLC</i>	<i>\$974,464.00</i>

Kari L. Kennedy, CPPB, Procurement Manager  
Name & Title

26AUG2024  
Date



# TOWN OF LONGBOAT KEY

Incorporated November 14, 1955

**Purchasing Division**  
501 Bay Isles Road  
Longboat Key, Florida 34228  
**(941)316-1999**  
www.longboatkey.org

## RECOMMENDATION OF AWARD

### IFB 24-091 FIRE HYDRANT MAINTENANCE, REPAIR, AND REPLACEMENT SERVICES

Date: August 30, 2024  
To: Mr. Howard Tipton, Town Manager  
From: Ms. Kari Kennedy, Purchasing Manager

#### SUBJECT

Approve the recommendation of award and enter into an agreement with the contractor, R&M Service Solutions, LLC. of San Antonio, FL., the lowest responsive and responsible contractor whose bid was determined to be in the best interest of the Town that met all of the requirements set forth by the Town in a solicited Invitation For Bids.

#### DESCRIPTION

The Purchasing Division issued an Invitation For Bids to solicit for a qualified contractor to provide fire hydrant maintenance, repair, and replacement services. Invitation For Bids (IFB) 24-091 was issued with one (1) contractor submitting a bid.


After responsiveness and responsibility verification, review of the bid and correspondence with the apparent low-bidder, the Public Works Department recommends to the Town Manager to award this IFB to the lowest responsive and responsible contractor, R&M Service Solutions, LLC. of San Antonio, FL.

#### RECOMMENDATION

Request the Town Manager approve the recommendation of award and authorize staff to enter into an agreement with R&M Service Solutions, LLC. of San Antonio, FL., for IFB 24-091 Fire Hydrant Maintenance, Repair, and Replacement Services.

Approve the recommendation and authorize staff to enter into an agreement with R&M Service Solutions, LLC. of San Antonio, FL.

Decline the recommendation and decline the authorization of staff to enter into an agreement with R&M Service Solutions, LLC. of San Antonio, FL.

DocuSigned by:  
  
Howard Tipton, Town Manager

8/30/2024  
Date

Attachments:  
1) Recommendation from Public Works Department  
2) Bid Tabulation

## Kari Kennedy

---

**From:** Isaac Brownman  
**Sent:** Thursday, August 29, 2024 1:55 PM  
**To:** Jessie Camburn  
**Cc:** Kari Kennedy; Julie M. Anderson; Richard Walters  
**Subject:** RE: R & M Services' proposal for the Fire Hydrant Maintenance, Repair, and Replacement Service contract (IFB 24-091)

Agree, thank you Jessie. Good to move forward.

### Isaac Brownman

Director | Town of Longboat Key Public Works  
600 General Harris Street  
Longboat Key, Florida 34228  
Ph. 941-316-1988 Ext. 2210  
Cell 941-822-6876  
[ibrownman@longboatkey.org](mailto:ibrownman@longboatkey.org)

*"Longboat Key is a beautiful place to live, work, and visit where the natural assets of a barrier island combine with cultural and recreational amenities, visionary planning, and proactive leadership to enhance your way of life."*

*Note: Florida has a very broad public records law. Under Florida law, email addresses are considered public records. If you do not want your email address released in a response to a public records request, you should not send electronic mail to this entity. Instead, you may wish to contact our office by phone or in writing. All written documents are also considered public record and open for inspection upon request.*

---

**From:** Jessie Camburn <jcamburn@longboatkey.org>  
**Sent:** Thursday, August 29, 2024 1:10 PM  
**To:** Isaac Brownman <IBrownman@longboatkey.org>  
**Cc:** Kari Kennedy <KKennedy@longboatkey.org>; Julie M. Anderson <jmanderson@longboatkey.org>; Richard Walters <rwalters@longboatkey.org>  
**Subject:** R & M Services' proposal for the Fire Hydrant Maintenance, Repair, and Replacement Service contract (IFB 24-091)

Dear Isaac,

I hope this message finds you well.

I am writing to inform you that I have reviewed R & M Services' proposal for the Fire Hydrant Maintenance, Repair, and Replacement Service contract (IFB 24-091) for the town of Longboat Key. R & M Services has been providing these services to the town for many years and has consistently demonstrated an excellent track record.

As the sole bidder for this project, I believe their pricing and qualifications align with the town's expectations and requirements. Therefore, it is my professional opinion that we should proceed with R & M Service Solutions for this contract.

Thank you for your attention to this matter. I look forward to your thoughts.



**Jessie Camburn**

Utilities Manager

Town of Longboat Key Public Works

600 General Harris St.

Longboat Key, FL 34228

Ph. (941)316-1988 ext. 2217

<b>BID TAB</b>					
<b>IFB 24-091 - Fire Hydrant Mainenance, Repair, Replacement Services</b>				<b>R&amp;M SERVICE SOLUTIONS</b>	
Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
<b>Hydrant Services</b>					
<b>Maintenance</b>					
1	Hydrant Maintenance (Inc GPS sub-meter, scrap, wirebrush and paint)	Each	405	\$110.00	\$44,550.00
2	Scrape, Wire Brush, and Paint Hydrant Only (No Maintenance)	Each	1	\$110.00	\$110.00
3	Attach Hydrant ID Tag	Each	1	\$15.00	\$15.00
4	Install Reflective Road Marker	Each	1	\$20.00	\$20.00
<b>Repair</b>					
5	Bonnet and/or Break Away Flange Bolt Replacement	Each	1	\$50.00	\$50.00
6	Upper Barrel Repair	Each	1	\$800.00	\$800.00
7	Lower Barrel Repair	Each	1	\$1,100.00	\$1,100.00
8	Hydrant Extension 6 Inch	Each	1	\$900.00	\$900.00
9	Hydrant Extension 12 Inch	Each	1	\$1,200.00	\$1,200.00
10	Hydrant Extension 18 Inch	Each	1	\$1,400.00	\$1,400.00
<b>Replace</b>					
11	Replace typical bury (48 inch) hydrant on functioning and restrained isolation valve. This scenario will not require a shut down or line stop.	Each	2	\$10,500.00	\$21,000.00
12	Replace typical bury (48 inch) hydrant and "tie-back" unrestrained isolation valve providing valve is mechanical joint and not "push on". This scenario will not require a shut down or line stop	Each	2	\$12,000.00	\$24,000.00
13	Replace typical bury (48 inch) hydrant and (or install) isolation valve on existing restrained MJ tee. This scenario will require a shut down or line stop.	Each	1	\$13,000.00	\$13,000.00
14	Replace typical bury (48 inch) hydrant, isolation valve and tee. This scenario will require a shut down or line stop				
14a	6 inch x 6 inch tee	Each	1	\$16,000.00	\$16,000.00
14b	6 inch x 8 inch tee	Each	1	\$16,500.00	\$16,500.00
14c	6 inch x 10 inch tee	Each	1	\$16,750.00	\$16,750.00
14d	6 inch x 12 inch tee	Each	1	\$16,850.00	\$16,850.00
14e	6 inch x 14 inch tee	Each	1	\$17,250.00	\$17,250.00
14f	6 inch x 16 inch tee	Each	1	\$17,500.00	\$17,500.00
<b>Install</b>					
water main .					
15	with 6 inch x 6 inch wet tap	Each	1	\$12,500.00	\$12,500.00
15a	with 6 inch x 8 inch wet tap	Each	1	\$12,800.00	\$12,800.00
15b	with 6 inch x 10 inch wet tap	Each	1	\$13,250.00	\$13,250.00
15c	with 6 inch x 12 inch wet tap	Each	1	\$13,750.00	\$13,750.00
15d	with 6 inch x 14 inch wet tap	Each	1	\$14,000.00	\$14,000.00
15e	with 6 inch x 16 inch wet tap	Each	1	\$14,150.00	\$14,150.00
16	Abandon existing hydrant and isolation valve in place (below ground)	Each	1	\$5,000.00	\$5,000.00
17	Installation of hydrant other than typical 48 inch bury	per 6 inch increment	6	\$450.00	\$2,700.00
18	Hydrant set more than 6 feet away from centerline of tee	LF	2	\$200.00	\$400.00
19	Hydrant set includes restrain 6 inch MJ bend(s)	Each	1	\$400.00	\$400.00
<b>Valve Services</b>					
20	Valve Maintenance (includes sub-meter GPS location)	Each	50	\$65.00	\$3,250.00
21	Valve Maintenance (includes sub-foot GPS location)	Each	50	\$65.00	\$3,250.00
22	Valve Maintenance (without GPS location)	Each	10	\$65.00	\$650.00

Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
23	Not found Valve (ref. Valve Maintenance scope of work)	Each	30	\$50.00	\$1,500.00
24	Raise valve box to grade <12 inch depth (excluding concrete areas and vehicular arteries)	Each	30	\$200.00	\$6,000.00
25	Raise valve box to grade <12 inch depth in concrete areas and vehicular arteries	Each	30	\$450.00	\$13,500.00
26	inch dept but <48 inch dept (excluding concrete areas and vehicular arteries)	Each	5	\$500.00	\$2,500.00
27	Raise valve box to grade <12 inch depth but <48 inchdepth in concrete areas and vehicular arteries	Each	5	\$1,550.00	\$7,750.00
28	Replace existing 2 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	5	\$7,500.00	\$37,500.00
29	Replace existing 4 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	5	\$8,000.00	\$40,000.00
30	Replace existing 6 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	4	\$8,000.00	\$32,000.00
31	Replace existing 8 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	1	\$10,000.00	\$10,000.00
32	Replace existing 10 inch valve with resilient wedge gate valve on dry pipe (assume 48 inch bury)	Each	1	\$14,000.00	\$14,000.00
33	Replace existing 12 inch valve with resilient wedge gate vale on dry pipe (assume 48 inch bury)	Each	1	\$15,000.00	\$15,000.00
34	Replace existing 14 inch valve with resilient wedge gate vale on dry pipe (assume 48 inch bury)	Each	1	\$17,000.00	\$17,000.00
35	Replace existing 16 inch valve with resilient wedge gate vale on dry pipe (assume 48 inch bury)	Each	1	\$17,000.00	\$17,000.00
36	Installation of 4 inch insertion valve (assume 48 inch bury)	Each	3	\$12,250.00	\$36,750.00
37	Installation of 6 inch insertion valve (assume 48 inch bury)	Each	5	\$13,987.00	\$69,935.00
38	Installation of 8 inch insertion valve (assume 48 inch bury)	Each	1	\$16,125.00	\$16,125.00
39	Installation of 10 inch insertion valve (assume 48 inch bury)	Each	1	\$18,500.00	\$18,500.00
40	Installation of 12 inch insertion valve (assume 48 inch bury)	Each	1	\$23,400.00	\$23,400.00
41	Installation of 16 inch insertion valve (assume 48 inch bury)	Each	1	\$48,000.00	\$48,000.00
<b>Required use of DI pipe in lieu of C-900 PVC pipe</b>					
42	6 inch	LF	10	\$58.00	\$580.00
42a	8 inch	LF	10	\$71.00	\$710.00
42b	12 inch	LF	10	\$91.00	\$910.00
42c	14 inch	LF	10	\$150.00	\$1,500.00
42d	16 inch	LF	10	\$150.00	\$1,500.00
<b>Line Stop Services</b>					
43	4 inch line stop (316 SS fitting)	Each	2	\$13,250.00	\$26,500.00
44	4 inch line stop (epoxy fitting)	Each	2	\$11,550.00	\$23,100.00
45	6 inch line stop (316 SS fitting)	Each	2	\$14,464.00	\$28,928.00
46	6 inch line stop (epoxy fitting)	Each	2	\$13,393.00	\$26,786.00
47	8 inch line stop (316 SS fitting)	Each	1	\$14,986.00	\$14,986.00
48	8 inch line stop (epoxy fitting)	Each	1	\$14,407.00	\$14,407.00
49	10 inch line stop (316) SS fitting	Each	1	\$16,347.00	\$16,347.00
50	10 inch line stop (epoxy fitting)	Each	1	\$15,221.00	\$15,221.00
51	12 inch line stop (epoxy fitting)	Each	1	\$15,221.00	\$15,221.00
52	14 inch line stop (epoxy fitting)	Each	1	\$18,354.00	\$18,354.00
53	16 inch line stop (epoxy fitting)	Each	1	\$20,099.00	\$20,099.00
<b>Dissimilar OD pipe connection for PVC, DIP, CI and AC pipe only</b>					

Bid Item #	Description	UoM	Est Qty	Unit Cost	Total Cost
54	6 inch	Each	1	\$600.00	\$600.00
55	8 inch	Each	1	\$750.00	\$750.00
56	10 inch	Each	1	\$815.00	\$815.00
57	12 inch	Each	1	\$850.00	\$850.00
58	14 inch	Each	1	\$2,100.00	\$2,100.00
59	Leak sounding at each hydrant and/or valve	Each	5	\$50.00	\$250.00
60	4 inch by-pass piping	LF	10	\$175.00	\$1,750.00
61	6 inch by-pass piping	LF	10	\$200.00	\$2,000.00
62	Mobilization & Demobilization	LS	1	\$1,500.00	\$1,500.00
63	Maintenance of Traffic (MOT)	LS	1	\$1,500.00	\$1,500.00
64	Barracade Type I or II with Warning Light	ED	1	\$20.00	\$20.00
<b>Dewatering</b>					
65	Dewatering 0-6"	LF	1	\$225.00	\$225.00
66	Dewatering 6-12"	LF	1	\$350.00	\$350.00
67	Dewatering 12-18"	LF	1	\$485.00	\$485.00
<b>Misc. Materials</b>					
68	Riprap (sand-cement)	CY	1	\$500.00	\$500.00
69	Fill	CY	1	\$150.00	\$150.00
70	#57 rock	CY	1	\$150.00	\$150.00
71	Shell rock	CY	1		
<b>Sod Replacement</b>					
72	Bahia	SY	1	\$150.00	\$150.00
73	St. Augustine	SY	1	\$150.00	\$150.00
74	Seed & Mulch	SY	1	\$150.00	\$150.00
75	Water (1,000 gallons)	GAL	1,000	\$1.00	\$1,000.00
<b>Miscellaneous Services</b>					
76	Excavation of Unsuitable Material - Haul offsite & dispose (truck measure)	CY	1	\$650.00	\$650.00
77	Compaction	CY	1	\$250.00	\$250.00
78	Backfill	CY	1	\$265.00	\$265.00
79	Emergency Call Out Response Time	HRS	1	\$1,000.00	\$1,000.00
<b>Total Base Bid</b>					\$974,464.00



# PURCHASE ORDER

No: 25-01624

FLORIDA SALES TAX EXEMPTION NO. 85-8012646331C-7

**BILL TO:**  
 Town of Longboat Key  
 501 Bay Isles Road  
 Longboat Key, Florida 34228  
 (941)316-1999

**VENDOR:** 20451  
 R&M SERVICE SOLUTIONS LLC  
 7256 WESTPORT PL  
 WEST PALM BEACH FL 33413

**SHIP TO:** PUBLIC WORKS  
 600 GENERAL HARRIS ST  
 LONGBOAT KEY, FL 34228

BUSINESS PHONE: (877) 847-6747

ORDER DATE: 12/05/2024      FREIGHT TERMS: None      SOLICITATION NO:  
 DELIVERY DATE:                      CONFIRM TO:                      DEPARTMENT:

**ALL ITEMS MUST BE DELIVERED INSIDE THE BUILDING TO OUR SPECIFIED LOCATION**

**Contract No.:**  
**Start Date:**  
**Expiration Date:**  
**Phone No.:** (877) 847-6747  
**Email:**

**Instructions:**

Line	Item	Description/Account	Ordered	UOM	Unit Price	Extended Price
1		FIRE HYDRANT MAINTENANCE	1.00	EA	75,000.00	75,000.00
<b>Total Order:</b>						<b>\$75,000.00</b>

This Purchase Order is issued subject to the terms and conditions presented on [www.longboatkey.org/purchasing](http://www.longboatkey.org/purchasing), unless otherwise noted above.

**PURCHASING AUTHORIZATION:** \_\_\_\_\_



# R&M Service Solutions LLC

7256 Westport Pl. Suite A  
West Palm Beach, Florida, 33413

Contact: Mike George  
Phone: 352-398-9127  
Email: mgeorge@rmservicesolutions.com

Quote To: Jessica Sheeler  
Company: City of Bunnell  
2400 Commerce Parkway  
Bunnell, FL 32110  
Phone: 386-283-6065  
Email: jsheeler@bunnellcity.us

Job Name: Single Flow Hydrant Maintenance  
Quote Number: 25M0239RM  
Date: 12/18/2025

Pricing IAW Longboat Key IFB 24-091  
Fire Hydt Maintenance, Repair, Replacement Service

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Hydrant Maintenance Single Flow/ No Paint	325.00	EA	75.00	24,375.00
62	Mobilization and Demobilization	1.00	LS	1,500.00	1,500.00

**GRAND TOTAL** **\$25,875.00**

### NOTES:

Scope of Work:  
 Single Flushing Hydrants  
 Fire Hydrant maintenance shall include the following:  
 Locate and access each fire hydrant.  
 Locate, access, and exercise fire hydrant isolation valve.  
 Check fire hydrant nozzle height for correct ground clearance  
 Identify make, model, nozzle size and year of hydrant manufacture.  
 Lubricate operating nut (if appropriate for hydrant make/model) and all nozzle outlets with non-corrosive F.D.A. approved lubricant.  
 Open hydrant with nozzle caps in place to check for seal leakage  
 Verify that hydrant main (bottom) valve completely closes.  
 Flow hydrant and test hydrant, record working pressure, calculate flow rate, estimate volume flushed.  
 Re-attach hydrant nozzle caps.  
 Obtain and record GPS coordinates of valve per GPS specifications below.  
 Document any operational deficiencies and/or miscellaneous findings.  
 Data shall be delivered in a comma delimited file and ARC, GIS, ESRI compatible file.

If you have any questions, please feel free to contact us at R&M Service Solutions.

Mike George  
Phone: 352-398-9127  
Email: mgeorge@rmservicesolutions.com

Agreed and Accepted

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## City of Bunnell, Florida

### Agenda Item No. .

Department: City Clerk

Subject: City Manager Report- March 2026

Agenda Section: City Manager

#### **ATTACHMENTS:**

Description

City Manager Report- March 2026

# City Manager's Monthly Report



*Mural at 103 E. Moody Blvd; CRA Contribution of \$7,000.00*

**Dr. Alvin B. Jackson, Jr.**  
**City Manager**  
**For March 2026**

Published: April 2026

## City Events

### UPCOMING EVENTS

The City of Bunnell will be co-hosting or hosting the following events in the upcoming year. Mark you calendar and stay tuned to the City's website and Facebook page for information and updates.

- ⇒ May 11, 2026 - CRA Board Meeting
- ⇒ May 26, 2026 - State of the City Address

## Bunnell State of the City Address

**SAVE THE DATE: TUESDAY, MAY 26, 2026**



*YOU ARE INVITED TO JOIN MAYOR  
ROBINSON AND THE CITY  
COMMISSION FOR THE STATE OF  
CITY ADDRESS*

**WHERE:** 2400 Commerce Pkwy., Chambers Meeting Room, Bunnell, FL 32110

**WHEN:** 6:00 PM Refreshments; 7:00 PM State of City Address

- ⇒ October 31, 2026—Halloween in Bunnell
- ⇒ November 11—Veteran's Day Parade
- ⇒ December 11, 2026 at 5:00 PM- Bunnell Christmas



## City Commission Mission Statement

The City Commission of the City of Bunnell is dedicated to providing its citizens, businesses and visitors with quality services that ensure Life, Liberty and the Pursuit of Happiness!

## Core Values

The following are the core values for the City of Bunnell:

- Loyalty to the team, the objectives, and the mission.
- Teamwork. Cultivate a “we environment.”- Be passionate team player.
- Communication. Share information freely, maintain an on-going dialog.
- Respect individual strengths; Embrace diversity.
- Empathy. Care about people.
- Always determine what is important to team members.
- Honor everyone. Demonstrate respect for all persons.
- Say “thank you.” Show appreciation in every way possible.
- Self-Control. Stay open, ask questions & maintain clam demeanor in the face of every challenge.
- Have a forgiving spirit.
- Professionalism always. Maintain a positive attitude & a pleasing personality.
- Cultivate creativity.
- Seek great personal satisfactions in helping others succeed.
- Be an active listener– quick to hear, slow to speak.
- Be a person of fairness & justice to all.
- Have an action plan, including results oriented goals with measurable outcomes.
- Create a culture of warmth & belonging, where everyone is welcome.
- Have fun; create an environment where employees can think big & excel.
- Integrity: to be honest, open, ethical & fair.
- Fiscal accountability: to be good stewards of agency funds.



## Mission Statement

The City of Bunnell will provide its residents, businesses, visitors, partners and staff with value centric leadership to create a safe, sustainable, attractive, strong and vibrant community while building on our rich heritage as the foundation to improve the City's economic future and to achieve the highest possible quality of life for the overall community through the exemplary services we provide.

## Vision Statement

The City of Bunnell commits to building on its heritage, while enhancing a high quality of life for all its citizens. We pledge to work in collaboration with our residents and business community to foster pride in the City, develop a vibrant and diverse economy and a thoughtful plan for the future.

## Capital Projects: #beinthebunnellknow

*Did you know the City is managing an estimated \$88 million dollars worth of funds for improvements to City infrastructure and facilities over the next 3 years?*

### #beinthebunnellknow

To provide on-going information and pictures on major capital improvement projects within the City, a new webpage has been launched : <https://www.bunnellcity.us/capital-projects/pages/projects>

Register to get updates on changes in projects through the subscribe link on the City's homepage.

## Wastewater Treatment Plant Rehab / Expansion

The project entails design, permitting, funding assistance, and construction administration services to rehabilitate the existing plant to meet advanced wastewater treatment standards and expand the treatment capacity to 1.20 MGD.

[CLICK HERE](#) for more information on this Infrastructure Department project.

<b>Primary Department:</b>	Infrastructure / Collection Utility
<b>Award / Budgeted Amount:</b>	\$44,799,302
<b>Funding Source:</b>	USACE Funding   SJRWMD Grant   FL State Grants   SRF Loans
<b>Amount Spent to Date:</b>	\$22,121,268
<b>Percent Complete:</b>	51%
<b>Milestone Completed:</b>	BNR fill and pre-leak test hold
<b>Next Milestone / Step:</b>	Operations Bldg 2nd level pour and roof system install
<b>Target Completion Date:</b>	April 2027



# Design-Build Brackish Water Reverse Osmosis Project

Design and construct a reverse osmosis system to treat brackish water and conduct a pilot study to determine the most effective treatment for the system.

[CLICK HERE](#) for more information on this Infrastructure Department project.



<b>Primary Department:</b>	Infrastructure / Distribution
<b>Award / Budgeted Amount:</b>	\$4,500,000
<b>Funding Source:</b>	State of Florida Department of Environmental Protection Legislative Grant
<b>Amount Spent to Date:</b>	\$585,067
<b>Percent Complete:</b>	13%
<b>Milestone Completed:</b>	Guaranteed Maximum Price approved
<b>Next Milestone / Step:</b>	Owner Direct Purchasing Contracts Executed   FDEP Reviewing Construction Permit   SJRWMD Reviewing CUP
<b>Target Completion Date:</b>	September 2026

## Other Projects & Plant Capacities

### Master Plan / Capital Projects:

#### **GPR/GIS Mapping (MP):**

**Expense**

**\$69,530**

**Budget Amt**

**\$400,000**

Ground Penetrating Radar (GPR) and Geographic Information System (GIS). Accurately map underground water and sewer lines.

*GIS information is being collected and input into the system.*

**Expense**

**\$**

**Budget Amt**

**\$600,000**

#### **Well 3-R Installation:**

Replace Public Water Supply (PWS) Well 3, a Confined Surficial aquifer (CSA), screen and filter-packaged well originally constructed in 1963. Well 3 rehabilitation revealed extensive damage and will be replaced with a new CSA PWS Well (3R).

*Proposal approved. Conceptual design and technical specifications in process.*

#### **WWTP Solar Power System:**

**\$**

**\$100,000**

In-kind project for OGC #25-1513. The City intends to implement a solar power system-consisting of solar panels, battery banks, and a smart transfer switch-to provide either a primary or backup power source for lighting within the Wastewater Treatment Plant (WWTP) operations building.

*Scope of work in process.*

### **Gravity Collection System Renewal & Replacement (MP):**

#### **Annual Manhole Rehab**

**\$**

**\$100,000**

*Manhole Repair and Lining.*

Planning.

#### **Annual Lift Station Rehab**

**\$**

**\$100,000**

*Lift Station Repair and Lining.*

Planning.

### **Distribution System Renewal & Replacement (MP):**

#### **Hydrant Replacement:**

**\$27**

**\$1,000**

*Hydrant D-H5 located near 505 S Bay St has been reported to have repeated failures, high maintenance cost and has reached its end of useful life. Hydrant in inventory to be used for replacement.*

Project complete.

#### **Hydrant Replacement:**

**\$27**

**\$1,000**

*Hydrant C-H6 located near 1840 N State St has been reported to have a broken bonnet, repeated failures, high maintenance cost and has reached its end of useful life. Hydrant in inventory to be used for replacement.*

Project complete.

#### **Hydrant Replacement:**

**\$45**

**\$1,000**

*Hydrant A-H13.4 located near 2301 Commerce Pkwy has been reported to have repeated failures, high maintenance cost and has reached its end of useful life. Hydrant in inventory to be used for replacement.*

Project Complete.

#### **Isolation Valve Rehab**

**\$**

**\$ 25,000**

*The isolation valve located near the train tracks on Deen and N Railroad is currently leaking and in need of replacement. Replacing the valve will allow for water to be isolated from one side of the train tracks to the other.*

Procurement phase.

#### **Isolation Valve Rehab**

**\$**

**\$ 20,000**

*The valve in the road on S Pine St near 201 E Moody Blvd is broken and in need of replacement.*

Planning phase.

## Other Projects & Plant Capacities

### In-House Projects:

Expense

Budget Amt

#### **Air Release Valve Vault Rehab - Collection:**

**\$ 975**

**\$ 10,000**

*This project is being initiated to address the compromised structural integrity of Air Release Valve Vaults. The existing structures have significantly deteriorated and are no longer intact, necessitating repair or full replacement/installation to ensure safe and reliable operation. Staff recommends establishing this as an annual improvement program. For FY2026, the scope includes two structures: Phase 1 - AR12 (Hardy) and Phase 2 - AR22 (Grand Reserve Dr/Blvd). Procurement in process.*

### **Capacities WTP/WWTP**

- Capacity for the WWTP for March 2026 was 62% with a total of 2.11" of rainfall. Total influent flow for the month was 11.585MG, with a Daily Average flow of 0.374MGD. Maximum daily flow was 3/5/2026 at 0.458MGD, 76% capacity for the day.
- Total Reclaim Flows March 2026 = 9.468MG with Daily Average flow of 0.305MGD
- The WTP produced 12.300MG of drinking water, with a daily production average of 0.398MGD in March 2026. Maximum daily flow was 0.478MGD
- Billed meters March 2026- 2389

## Projects Seeking or Pending Funding

### **FDEM Storm Water Master Plan: \$300,000**

A stormwater master plan (SWMP) will evaluate the entire stormwater collection system for performance and identify necessary improvements. The primary objectives of the SWMP are to develop a model of the stormwater system, estimate future growth, model design storm events for flood control, model BMPs to estimate nutrient and pollutant removal, and estimate future projects required to accommodate the projected growth, the identified flood control needs, and the identified pollutant removal requirements. A SWMP will also increase the potential of grant funding for future projects.

*Award notification received March 17, 2026. Contract in process.*

### **Resilient Florida Grant Program: \$420,000**

- Planning projects, which help entities identify and prepare to address risks of flooding. Regional resilience entities can also receive grants to provide technical assistance to counties and municipalities as they coordinate multijurisdictional vulnerability assessments and develop project proposals to be submitted for the inclusion in the Statewide Flooding and Sea Level Rise Resilience Plan.
- Implementation projects, which are available only after eligible entities have conducted a vulnerability assessment, evaluation, report or other similar documentation demonstrating the risk of flooding or sea level rise to critical assets, or the project area or if a project adapts a critical asset to risks identified in the Statewide Flood and Sea Level Rise Vulnerability Assessment.

*Consultant under contract, work authorization approved March 23, 2026. FDEP grant agreement pending full execution.*

### **Sanitary Sewer Rehab:**

**\$7,873,320**

*The proposed project is to repair and rebuild the facilities which are an integral part of the City of Bunnell's Sanitary Sewer Collection System (SSCS) through slip lining. The City has identified approximately 2,238 vertical feet of manhole lining, 15 lift stations, and 25,276 linear feet of gravity sewer laterals city-wide that need to be addressed in this project proposal. The purpose is to repair damages to the SSCS that were caused by heavy inflow and infiltration (I&I) to the system during hurricanes and wet weather events, increase sewer capacity, and extend the life of sewer treatment system components.*

Not included in this year's CDBG-DR funding awards

### **WTP Pump House Rehab:**

**\$8,360,538**

*The goal of this project is to harden the City of Bunnell's Potable Water System and improve the water quality to make it more resilient in the face of future hurricanes, significant storm events and natural disasters. The City of Bunnell only has one Water Treatment Plant (WTP) located at 100 Utility Street, Bunnell, Florida. The well pump house at the City of Bunnell's Water Plant floods regularly during and immediately after significant storm events. The proposed project is to demolish the existing high service pump house and construct a new, elevated high service pump house with new high service pumps, upgrade the water plant yard piping and install HVAC in the pump house.*

Not included in this year's CDBG-DR funding awards.

### **WWTP Rehab and BNR Improvements:**

**\$13,100,000**

*Infrastructure Staff is seeking funding from Supplemental Appropriations for Hurricanes Helene and Milton and the Hawai'i Wildfires (SAHM). The U.S. Environmental Protection Agency (EPA) has made funding available for this program through its State Revolving Fund (SRF). Staff requested \$20 million in additional funding to support the Wastewater Treatment Plant Rehabilitation and BNR Improvements Project.*

Loan application submitted. Contract in process.

## Park Updates and Facility Rentals

Parks operate during daylight hours (ie. dawn to dusk)

### BY ORDINANCE, THERE ARE NO DOGS ALLOWED IN CITY PARKS

The City is accepting applications for the rental of parks and other available facilities. Applicants are required to turn in a completed application with sufficient time to process the rental request. Applications can be obtained at the Bunnell Administration Complex at 2400 Commerce Pkwy, Bunnell, FL 32110 or on the City website [www.bunnellcity.us](http://www.bunnellcity.us) under FORMS.

**FACILITY ALERT: Coquina Hall and Lake Lucille located at 200 S. Church Street ARE NOT currently available to rent.**

You can rent the following City facilities:

Versie Lee Mitchell Community Center

Edward Johnson "EJ" Park

JB King Park– Pavilion A or Pavilion B

Commissioner Jackson Park

Carver Fields

## Garage Sale Permits

The City is accepting requests for Garage Sale Permits. Residents need to make their request to the Utility Billing Department. Per the City Code of Ordinance, there is a limit on the total number of garage sale permits that can be issued to a property/address point in a calendar year. Speak with the staff in Utility Billing for any questions regarding Garage Sale Permits  
386-437-7500 x 3.

# Information Technology

In preparation for Christmas in Bunnell, 2026, built a prototype Reindeer to go with the sleigh we built last year. Nicknamed Chet, he is just under 8 foot long, and 8 foot tall (antlers). Painted, he and some of his friends will be at Christmas in Bunnell.



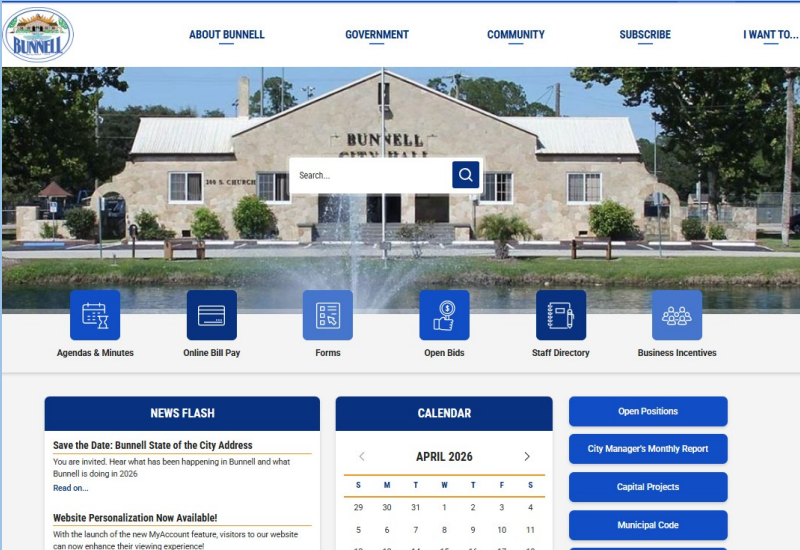
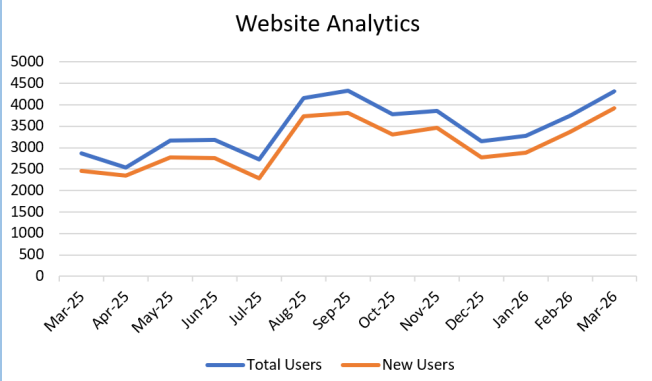
Spent quite a bit of time upgrading phones. The way the contract with Verizon is written every 2 years they provide upgrade hardware for free. Between that, and a request to have field personnel to have smart phones for email access, has been a busy cell phone month.

Working with the PD and the Sheriff's Office, we are making some changes to the Verizon account for the PD. This will help with camera issues they have been experiencing, and adding features available to them like Push to Talk.

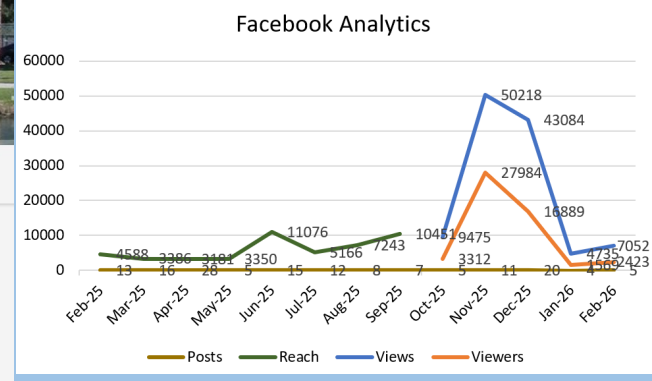
The PD had a strange occurrence with email. A handful of officers appeared to be sending email even though they were off at the time. Some of them were going to large distribution lists. After carefully reviewing the audit logs, our contracted security officer could not find anything nefarious in the transactions. The dates the emails were sent coincided with changes that were being made in the email security system. So it appears these emails may have been hung up in a server somewhere, and were released at the same time.

Been experiencing an issue with the new email security software. The software is tagging the test phishing emails being sent to our employees as spam or phishing. Instead of allowing these tests through and testing our people. I have been working with Know Be 4 and Bit Defender trying to resolve this issue. I think ultimately I need to get the 2 vendors together on a call to figure it out.

We are rolling out a new website design. Civic Plus who hosts our website is moving to a new development platform. As such the website has to be converted over to the new platform. We have received the first round of training. The site will go live shortly after the second round of training.



- ### Top 10 web pages
1. Home Page
  2. Alert: City Wide Precautionary Boil Water Notice
  3. Open Positions
  4. Agendas
  5. Subscribe
  6. Building Dept
  7. Advanced Search
  8. Police Dept
  9. Project Info: reserve at Haw Creek
  10. Solid Waste



## City Clerk Office

The City Clerk Office published and noticed agendas for the City's Public meetings held in March. Public Meetings are City Commission meetings, workshops and Executive Strategy Sessions, Union Meetings, and any Volunteer Board meetings such as the Planning, Zoning and Appeals Board and Code Enforcement Board. Noticing of agendas also includes making sure all agenda items on an agenda are noticed and advertised in accordance with Florida Statute and local regulations.

The City Clerk is also responsible for the recording of ordinances/documents and all follow-up as needed for matters heard by the City Commission.

The Clerk's Office also worked on the following issues throughout the month:

- Preparation of the monthly Capital Improvements Project report and the City Manager Report
- Phase 2 Coquina City Hall Project: closing out of the State agreement
- Phase 3 Coquina City Hall: seeking out funding for the next phase estimated at \$1,000,000.00
- Working with Engineering on Warranty items for the Administration Complex
- Moving official records from storage to the Administration Complex; organizing official City records in Records Room
- 4 hours of work on records requests even those in which the City had no responsive records
- Working on planning April 2026 Open Enrollment for City employees and blood drive with One Blood
- Hosting first ever Paws and Relax a Fur-ever Wellness event
- 27 Title Searches for building permits and code enforcement issues. Each search can take up to and sometimes over 30 minutes.
- Working on the City Operational Policy Project– a review of all existing operational policies and re-writing or drafting new policies needed
- Still working on 2026 Municipal Elections work and tasks
- Working on format and drafting on the next City Strategic Plan

## Human Resources

### MARCH ANNIVERSARIES:

The City acknowledges and celebrates the following for their continued commitment to the City and all her citizens and businesses:

- Elisa Terranova: 3 years
- Rommel Scalf: 4 years
- Nathan Randolph: 7 Years
- Adrian Zapata: 8 Years

**HAPPY  
ANNIVERSARY**

### NEW EMPLOYEES (MARCH):

The City wants to give a warm welcome to our newest employee:

- \* Natalie Butcher (Police Officer)

### WE ARE HIRING- OPEN POSITIONS:

*Check the City website for Postings and copy of City application*

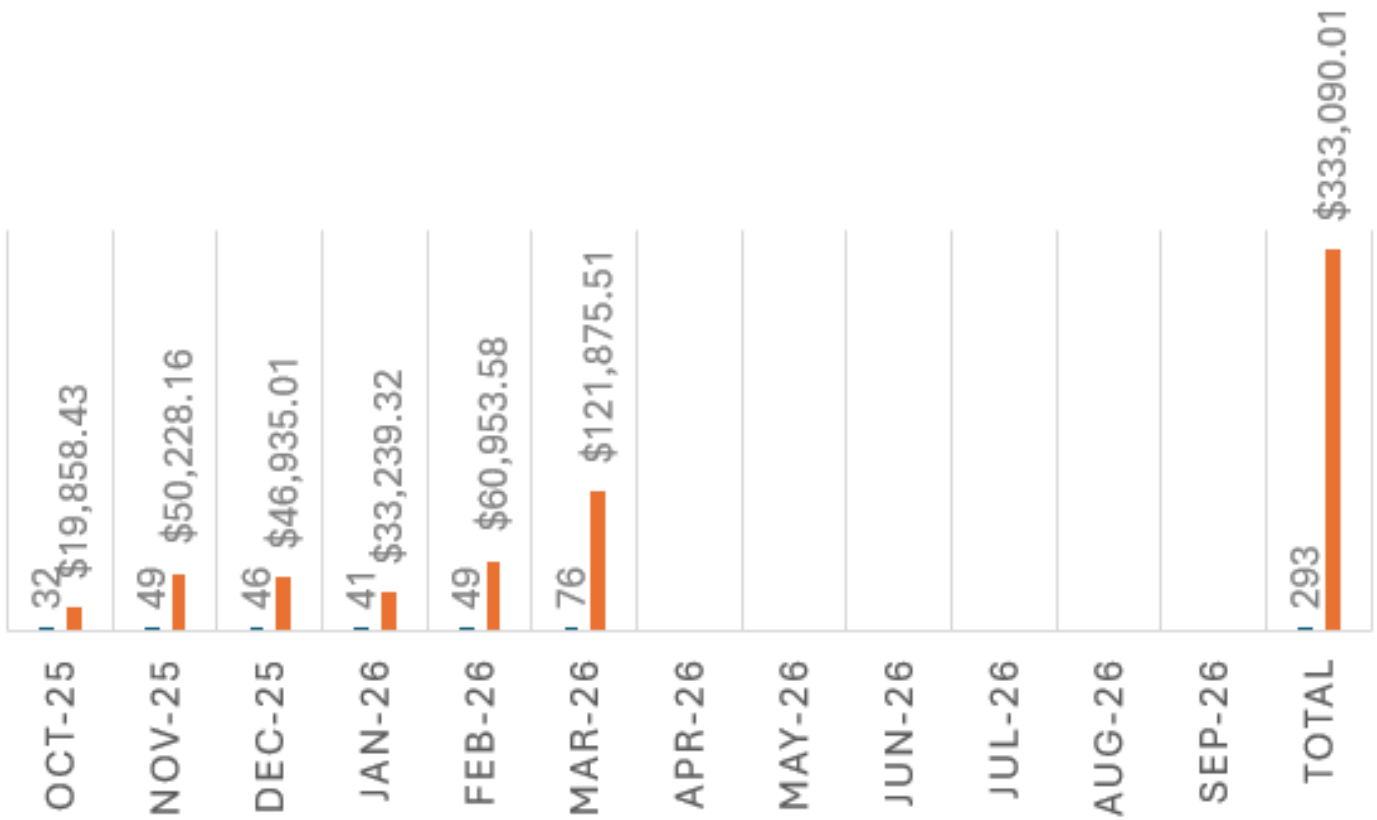
- ◆ Police Officer (1 vacancy)
- ◆ Police Detective (1 vacancy)
- ◆ Police Sergeant (1 vacancy)
- ◆ Utilities Maintenance Technician I, II, & III
- ◆ Water Plant operator I, II & III



# Community Development

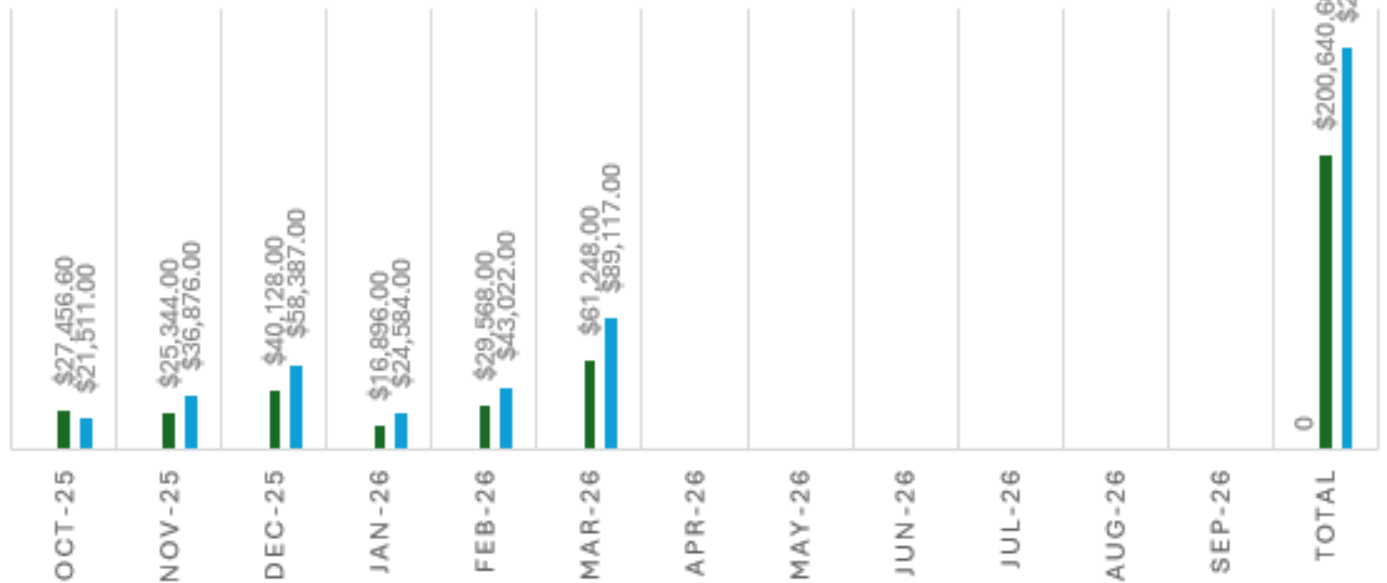
## PERMITS

■ # of Permits ■ Permit Amount

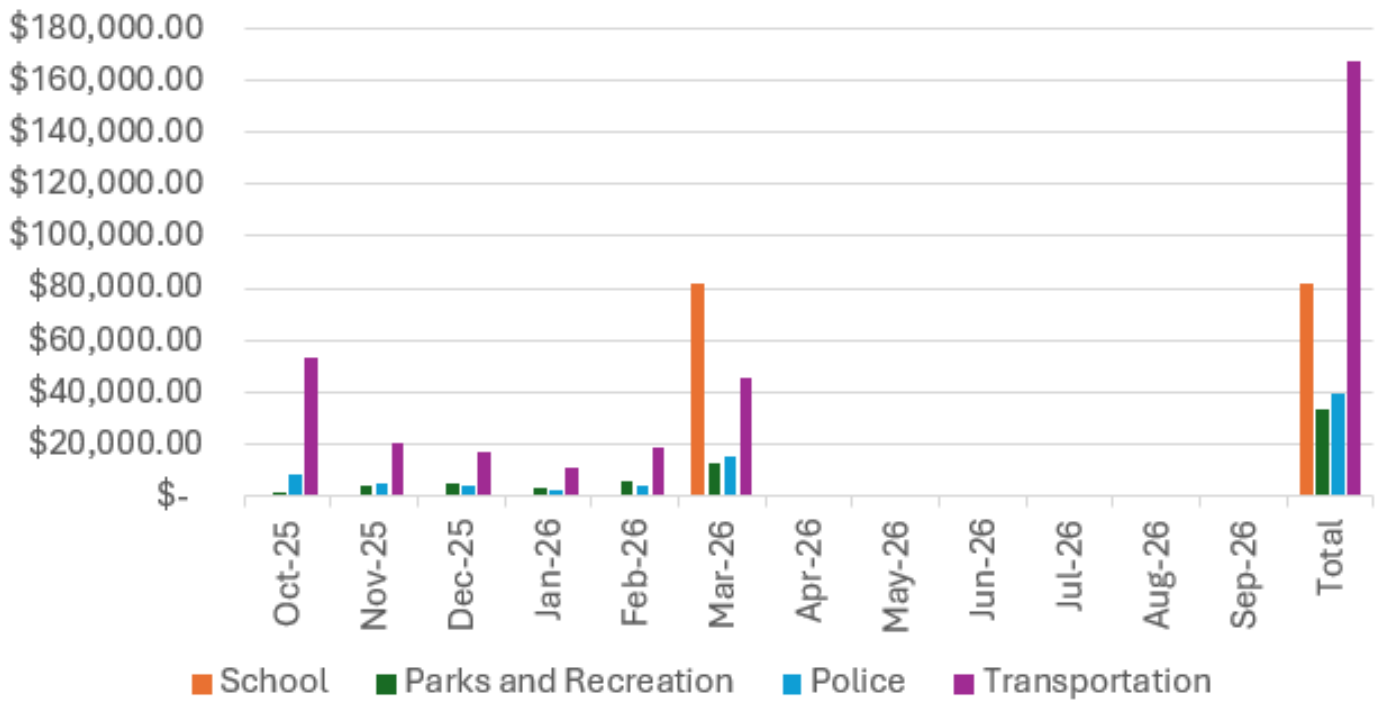


## IMPACT FEES WATER/SEWER

■ Number of Impact Fees ■ Water ■ Sewer



## Impact Fees General Fund





## Business Tax Receipts (BTRs)

FY25/26 renewal season began in July; notices were mailed out before July 1, 2025.

**If you have questions about BTRs or the BTR process, please contact the BTR Clerk at 386-263-8981 or [bgunnells@bunnellcity.us](mailto:bgunnells@bunnellcity.us)**

Businesses should pay their BTR Renewal fees by September 30, 2025 to avoid paying penalties and/or code enforcement action. Florida Statute and the City's Code of Ordinance require penalties be added to a BTR renewal if not paid by **September 30th**. The required penalties are as follows: 10% October 1st; 15% November 1st; 20% December 1st; and 25% January 1st.

***The City does not have the authority to waive penalties. Penalties started October 1, 2025***

Code Enforcement action can legally be taken at this time for failure to renew a BTR within 180 days of notice (June 2025)

In the month of March the City collected \$2,548.00 in BTR and Fire Inspection fees; this includes the fees for newly issued local business tax receipts and FY25/26 local business tax receipt renewals.

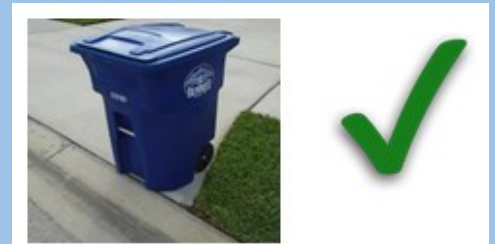
March	NUMBER
Total Registered Local Businesses (Inside the City)	851
Total Registered (Outside of the City)	804

## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	137.73 Tons	10.59
Residential Recycle	9.49 Tons	.73
Yard Waste	188 Yards	9.4
Commercial Garbage	242.53 Tons	18.65
Commercial Cardboard	22.76 Tons	1.75
Scrap Metal	0 Tons	0
Construction & Demolition and Bulk debris	23.19 Tons	6.62
Waste Tires	0 Tons	0

### Cart Placement Regulations and Guidelines

- ⇒ Face lid opening of cart toward the street (handles & wheels facing house)
- ⇒ Place front of cart within 3 feet of street edge
- ⇒ Allow 2 to 3 feet of clearance on each side of all carts and ANY obstruction
- ⇒ Do NOT fill carts with construction debris, dirt or yard waste
- ⇒ It is recommended to place carts out the night before. The driver is not able to turn around if your cart is not out when the truck has passed your location
- ⇒ Do not place carts near parked cars, fences, mailboxes, trees, other carts, or any other obstruction that could interfere with the truck picking up your cart.



***Failing to follow the guidelines may result in service interruption (i.e. the City won't be able to collect your solid waste that day)***

## Solid Waste Fiscal Year Comparisons

	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b> (as of 3/31/2026)
Commercial Solid Waste	2622.54 Tons	2724.04 Tons	2772.12 Tons	948.63 Tons
Residential Solid Waste	1527.89 Tons	1348.59 Tons	1547.48 Tons	608.59 Tons
Cardboard & Recycle	594.12 Tons	532.09 Tons	361.89 Tons	119.08 Tons
Yard Waste	3333 Yards	954 Yards	2677.81 yards	448.60 Yards
Construction & Debris (C&D)	346.56 Tons	281.11 Tons	293.48 Tons	123.45 Tons
Scrap/Tires/Misc.	29.26 Tons	30.03 Tons	9.65 Tons	4.75 Tons
<b>Yearly Total</b>	<b>8450.37</b>	<b>5869.86</b>	<b>7662.43</b>	<b>2876.80</b>

Need additional information on solid waste services?

Visit the Solid Waste City webpage: <https://www.bunnellcity.us/solid-waste>