



# BOARD OF COUNTY COMMISSIONERS JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827  
1484 SOUTH JEFFERSON STREET; MONTICELLO, FLORIDA 32344  
PHONE: (850)-342-0287

**Stephen Fulford**  
District 1

**Gene Hall**  
District 2

**J T Surles**  
District 3 Chair

**Betsy Barfield**  
District 4

**Stephen Walker**  
District 5 Vice-Chair

## Executive Session: 5:00 p.m.

**Waukeelah Highway Litigation:** Case No.: 2020-CA-65

## REGULAR SESSION AGENDA:

REGULAR SESSION WILL BE IN PERSON WITH DISTANCING  
REQUIREMENTS TO BE FOLLOWED AT The  
Courthouse Annex, 435 West Walnut Street, Monticello, FL 32344  
November 5, 2020

1. **6PM CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE**
2. **PUBLIC ANNOUNCEMENTS, PRESENTATIONS & AWARDS**  
FDOT M-CORES PROGRAM – Ms. Rosemary Woods  
Introduction of New Veteran’s Officer – Mr. Alvin Swilley,
3. **CONSENT AGENDA**
  - a) Approval of Agenda
  - b) General Fund/ Trans. & Road Bond Vouchers for Approval: 11.5.2020
  - c) BOCC Minutes 10.13 & 10.15.2020
4. **General Business:**
  - a) Jefferson County Broadband RFP Planning Consultant Agreement: Committee
  - b) CARES ACT Update – additional Stages to be approved Committee
  - c) Wacissa River Park RFP Discussion and Approval J. Adams
5. **Citizens Request & Input on Non-Agenda Items (3 Minutes)**
6. **Clerk of Courts-**
7. **County Coordinator- Reports as Requested**
8. **County Attorney-**
9. **County Commissioner Discussion Items-**
10. **Adjourn-**

From the manual “Government in the Sunshine”, page 40: Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**Kirk Reams**  
Clerk of Courts

**Parrish Barwick**  
County Coordinator

**T. Buckingham Bird**  
County Attorney

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE	VOUCHER NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
CASH CODE-01001		G/L CASH ACCOUNT-011010000			CASH-CHECKING-GEN. FUND				
Advanced Business System	09/30/2020	-	366158	10/13/2020	VR	01093020-324	Mtr#70308	18.24	.00
Advanced Business System	09/30/2020	-	366160	10/13/2020	VR	01093020-325	Mtr#70302,70315,70316	126.59	.00
Advanced Business System	09/30/2020	-	366161	10/13/2020	VR	01093020-326	Mtr#70317,70318,70319	54.86	.00
Advanced Business System	09/30/2020	-	366163	10/13/2020	VR	01093020-316	Mtr#70304	119.86	.00
Advanced Business System	11/05/2020	-	366159	10/13/2020	VR	22110520-030	Mtr#70301	58.39	.00
Advanced Business System	11/05/2020	-	366571	10/20/2020	VR	01110520-052	Mtr#71985	82.28	.00
CHECK TO VENDOR==>VENDOR ADVBUSIN Advanced Business Systems TOTALS								460.22	.00
Animal Medical Clinic*	11/05/2020	-	319620	10/08/2020	VR	01110520-053	#4512 T.K.X.	112.00	.00
Animal Medical Clinic*	11/05/2020	-	320071	10/19/2020	VR	01110520-056	#4512 Vet Services	40.00	.00
Animal Medical Clinic*	11/05/2020	-	320138	10/21/2020	VR	01110520-057	#4512 Vet Services	45.00	.00
CHECK TO VENDOR==>VENDOR ANIMALCL Animal Medical Clinic* TOTALS								197.00	.00
Apalachee Regional	11/05/2020	-	21-06	10/23/2020	VR	01110520-077	20/21 County Dues	1250.00	.00
CHECK TO VENDOR==>VENDOR APALACHE Apalachee Regional TOTALS								1250.00	.00
Apalachee Center	09/30/2020	-	682012	10/07/2020	VR	01093020-327	JeffCntyBaker-MarchmanAct	2599.29	.00
Apalachee Center	09/30/2020	-	682012	10/07/2020	VR	01093020-328	JeffCntyBaker-MarchmanAct	667.38	.00
CHECK TO VENDOR==>VENDOR APAMENHE Apalachee Center TOTALS								3266.67	.00
Ard, Shirley & Rudolph,P	11/05/2020	-	130018	09/22/2020	VR	01110520-088	#2-101.1 Plan Rep 10/20	2188.33	.00
Ard, Shirley & Rudolph,P	11/05/2020	-	130030	10/27/2020	VR	01110520-089	#2-101.1 Plan Rep 11/20	2188.33	.00
CHECK TO VENDOR==>VENDOR ARDSHIRL Ard, Shirley & Rudolph,PA TOTALS								4376.66	.00
Tommy Arthur	11/05/2020	-	10162001	10/16/2020	VR	28110520-043	Aucilla Football	60.00	.00
CHECK TO VENDOR==>VENDOR ARTHURTO Tommy Arthur TOTALS								60.00	.00
ATCO International*	11/05/2020	-	I0565011	10/14/2020	VR	22110520-031	#110254 Gloves,Cleaners	1086.72	.00
CHECK TO VENDOR==>VENDOR ATCO ATCO International* TOTALS								1086.72	.00
T. Buckingham Bird	11/05/2020	-	11012001	11/01/2020	VR	01110520-003	Monthly Budget 11/20	2500.00	.00
CHECK TO VENDOR==>VENDOR BIRDTBUC T. Buckingham Bird TOTALS								2500.00	.00
Marty Bishop	11/05/2020	-	11012001	11/01/2020	VR	01110520-001	Monthly Budget 11/20	21742.50	.00

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CHECK TO VENDOR==>VENDOR BISHOPM Marty Bishop							TOTALS	21742.50	.00
CenturyLink	11/05/2020	-	22071020	10/16/2020	VR	01110520-096	Act#312042207	615.96	.00
CenturyLink	11/05/2020	-	22071020	10/16/2020	VR	01110520-097	Act#312042207	82.73	.00
CenturyLink	11/05/2020	-	22071020	10/16/2020	VR	01110520-098	Act#312042207	82.74	.00
CenturyLink	11/05/2020	-	22071020	10/16/2020	VR	01110520-099	Act#312042207	231.24	.00
CenturyLink	11/05/2020	-	22071020	10/16/2020	VR	01110520-100	Act#312042207	396.21	.00
CenturyLink	11/05/2020	-	22071020	10/16/2020	VR	01110520-101	Act#312042207	304.98	.00
CenturyLink	11/05/2020	-	22071020	10/16/2020	VR	01110520-102	Act#312042207	122.80	.00
CenturyLink	11/05/2020	-	22071020	10/16/2020	VR	22110520-103	Act#312042207	62.00	.00
CenturyLink	11/05/2020	-	97761020	10/16/2020	VR	23110520-120	Act#311709776	5131.44	.00
CHECK TO VENDOR==>VENDOR CENTLINK CenturyLink							TOTALS	7030.10	.00
CITY OF MONTICELLO	09/30/2020	-	09302001	09/30/2020	VR	01093020-318	07/20-09/20 Animal Ctrl	395.79	.00
CHECK TO VENDOR==>VENDOR CITY CITY OF MONTICELLO							TOTALS	395.79	.00
City of Monticello	11/05/2020	-	00091020	10/23/2020	VR	01110520-083	Act#00010009	770.31	.00
City of Monticello	11/05/2020	-	01201020	10/23/2020	VR	22110520-117	Act#00020120	7.96	.00
City of Monticello	11/05/2020	-	01251020	10/23/2020	VR	01110520-084	Act#00050125	7.80	.00
City of Monticello	11/05/2020	-	01331020	10/23/2020	VR	19110520-086	Act#00050133	98.85	.00
City of Monticello	11/05/2020	-	01351020	10/23/2020	VR	19110520-087	Act#00050135	7.54	.00
City of Monticello	11/05/2020	-	01501020	10/23/2020	VR	01110520-093	Act#00010150	26.97	.00
City of Monticello	11/05/2020	-	01661020	10/23/2020	VR	01110520-085	Act#00010166	124.36	.00
City of Monticello	11/05/2020	-	02041020	10/23/2020	VR	22110520-118	Act#00050204	271.31	.00
City of Monticello	11/05/2020	-	02061020	10/23/2020	VR	22110520-119	Act#00050206	9.50	.00
City of Monticello	11/05/2020	-	03921020	10/23/2020	VR	01110520-092	Act#00010392	43.52	.00
City of Monticello	11/05/2020	-	04091020	10/23/2020	VR	01110520-082	Act#00010409	187.86	.00
CHECK TO VENDOR==>VENDOR CITYMONT City of Monticello							TOTALS	1555.98	.00
Kyle Collins	11/05/2020	-	10162001	10/16/2020	VR	28110520-044	Aucilla Football	60.00	.00
CHECK TO VENDOR==>VENDOR COLLINSK Kyle Collins							TOTALS	60.00	.00
Computer Info & Planning	11/05/2020	-	4981	09/14/2020	VR	01110520-014	20/21 STAC & BOMS Maint	2577.50	.00
CHECK TO VENDOR==>VENDOR COMPINFO Computer Info & Planning							TOTALS	2577.50	.00
Costco	11/05/2020	-	DEC 2020	11/01/2020	VR	22110520-029	Act#000111863385204	120.00	.00
CHECK TO VENDOR==>VENDOR COSTCO Costco							TOTALS	120.00	.00
Commercial Restaurant	11/05/2020	-	65518	10/09/2020	VR	01110520-007	Disposer @ Jail Kitchen	2550.00	.00
CHECK TO VENDOR==>VENDOR CRSS Commercial Restaurant							TOTALS	2550.00	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE	VOUCHER NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT	
State of Florida	09/30/2020	-	2L-8329	10/14/2020	VR	01093020-320	#215-8844	135.25	.00	
State of Florida	09/30/2020	-	2L-8330	10/14/2020	VR	01093020-321	#215-8844	9.58	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	01093020-400	#AN2MO01	325.45	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	01093020-401	#AN2MO02	131.75	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	01093020-405	#AN2MO08	107.25	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	01093020-406	#AN2MO09	60.10	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	01093020-407	#AN2MO10	105.40	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	01093020-408	#AN2MO11	39.52	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	01093020-409	#AN2MO11	39.53	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	01093020-410	#AN2MO12	52.70	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	01093020-411	#AN2MO13	56.40	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	01093020-412	#AN2MO15	26.35	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	01093020-413	#AN2MO16	79.05	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	01093020-414	#AN2MO17	105.40	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	01093020-415	#AN2MO18	52.70	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	01093020-416	#AN2MO19	26.72	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	01093020-417	#AN2MO21	25.00	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	19093020-398	#AN2AW01	13.17	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	19093020-403	#AN2MO06	54.55	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	22093020-404	#AN2MO07	79.05	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	28093020-399	#AN2AW01	13.18	.00	
State of Florida	09/30/2020	-	2M-2353	10/14/2020	VR	28093020-402	#AN2MO05	79.05	.00	
State of Florida	09/30/2020	-	2M-2354	10/14/2020	VR	01093020-313	#AN2	91.38	.00	
State of Florida	09/30/2020	-	2M-2355	10/14/2020	VR	19093020-419	#AN2-14844	37.25	.00	
State of Florida	09/30/2020	-	2M-2356	10/14/2020	VR	01093020-314	#AN2-10457	41.72	.00	
State of Florida	09/30/2020	-	2M-2357	10/14/2020	VR	01093020-315	#AN2-1550	49.10	.00	
CHECK TO VENDOR==>VENDOR DEPTMGMT State of Florida								TOTALS	1836.60	.00
Duke Energy	09/30/2020	-	20520920	10/07/2020	VR	01093020-312	Act#6505372052	210.91	.00	
Duke Energy	09/30/2020	-	50770920	09/23/2020	VR	01093020-360	Act#7310935077	62.72	.00	
Duke Energy	09/30/2020	-	75780920	10/09/2020	VR	01093020-319	Act#1644507578	200.02	.00	
Duke Energy	09/30/2020	-	91980920	10/09/2020	VR	01093020-323	Act#7205709198	19.86	.00	
Duke Energy	09/30/2020	-	93470920	10/07/2020	VR	22093020-420	Act#2704479347	307.89	.00	
Duke Energy	09/30/2020	-	95940920	10/13/2020	VR	01093020-317	Act#5010229594	452.86	.00	
Duke Energy	11/05/2020	-	45191020	10/16/2020	VR	22110520-075	Act#0374194519	384.68	.00	
Duke Energy	11/05/2020	-	50771020	10/22/2020	VR	01110520-094	Act#7310935077	14.43	.00	
Duke Energy	11/05/2020	-	60641020	10/07/2020	VR	01110520-008	Act#3521356064	63.05	.00	
Duke Energy	11/05/2020	-	60801020	10/15/2020	VR	01110520-016	Act#3663516080	24.78	.00	
Duke Energy	11/05/2020	-	83311020	10/15/2020	VR	01110520-017	Act#5310208331	14.43	.00	
Duke Energy	11/05/2020	-	90641020	10/16/2020	VR	01110520-045	Act#3193189064	510.40	.00	
CHECK TO VENDOR==>VENDOR DUKE Duke Energy								TOTALS	2266.03	.00
First Call Truck Parts	11/05/2020	-	76145	10/15/2020	VR	22110520-040	#4515 Wrench Set	74.65	.00	
First Call Truck Parts	11/05/2020	-	76174	10/15/2020	VR	22110520-023	#4515 Black Cloth Seat	549.00	.00	
First Call Truck Parts	11/05/2020	-	76259	10/16/2020	VR	22110520-025	#4515 Arm Tarp	187.72	.00	
CHECK TO VENDOR==>VENDOR FIRSTCAL First Call Truck Parts								TOTALS	811.37	.00
FourStar Freightliner, In	11/05/2020	-	X1040144	10/14/2020	VR	22110520-064	#13611 Belt Assy Seat	137.58	.00	

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							CHECK TO VENDOR==>VENDOR FOURSTAR FourStar Freightliner,Inc	TOTALS	137.58	.00
Full House Systems	09/30/2020	-	111	09/21/2020	VR	14093020-418	WirelessModems,Antennas	10865.00	.00	
							CHECK TO VENDOR==>VENDOR FULLHOUS Full House Systems	TOTALS	10865.00	.00
Gulf Coast Lumber/Supply	11/05/2020	-	83322	10/13/2020	VR	22110520-032	#300166 Grabbing Tool	19.99	.00	
Gulf Coast Lumber/Supply	11/05/2020	-	83600	10/16/2020	VR	22110520-060	#300166 PVC,PressureCap	8.46	.00	
Gulf Coast Lumber/Supply	11/05/2020	-	83886	10/21/2020	VR	22110520-071	#300166 Tape Rule	11.99	.00	
Gulf Coast Lumber/Supply	11/05/2020	-	83936	10/21/2020	VR	22110520-069	#300166 FlagTape,GrabTool	66.95	.00	
Gulf Coast Lumber/Supply	11/05/2020	-	83937	10/21/2020	VR	22110520-073	#300166 GripNGrab	15.00	.00	
Gulf Coast Lumber/Supply	11/05/2020	-	84012	10/22/2020	VR	01110520-054	#300166 Buckets,Bulbs	173.76	.00	
Gulf Coast Lumber/Supply	11/05/2020	-	84021	10/22/2020	VR	01110520-055	#300166 Bulbs	34.97	.00	
							CHECK TO VENDOR==>VENDOR GULFCOLU Gulf Coast Lumber/Supply*	TOTALS	331.12	.00
Heritage-Crystal Clean	11/05/2020	-	16482710	10/07/2020	VR	22110520-028	#382517 Vac Liquid Pickup	569.00	.00	
							CHECK TO VENDOR==>VENDOR HERITCRY Heritage-Crystal Clean	TOTALS	569.00	.00
HiTouch Business Service	11/05/2020	-	73158809	10/14/2020	VR	01110520-009	#391454 CorrecTape,Pencil	42.18	.00	
HiTouch Business Service	11/05/2020	-	73165497	10/22/2020	VR	01110520-049	#391454 Labels	80.06	.00	
							CHECK TO VENDOR==>VENDOR HITOUCH HiTouch Business Services	TOTALS	122.24	.00
Howdys Rent A Toilet	11/05/2020	-	648464	10/13/2020	VR	22110520-034	#18962 Old Lloyd Road	225.00	.00	
Howdys Rent A Toilet	11/05/2020	-	648465	10/13/2020	VR	22110520-035	#18963 Rec Park Site	150.00	.00	
Howdys Rent A Toilet	11/05/2020	-	648466	10/13/2020	VR	22110520-036	#18964 Hwy 59 Wacissa	225.00	.00	
Howdys Rent A Toilet	11/05/2020	-	648467	10/13/2020	VR	22110520-037	#18965 Nash Road	225.00	.00	
Howdys Rent A Toilet	11/05/2020	-	648469	10/13/2020	VR	22110520-038	#24883 Landfill Road	225.00	.00	
Howdys Rent A Toilet	11/05/2020	-	648470	10/13/2020	VR	22110520-039	#27058 New Monticello Rd	225.00	.00	
Howdys Rent A Toilet	11/05/2020	-	648751	10/23/2020	VR	01110520-095	#15916 Wacissa River Head	224.00	.00	
							CHECK TO VENDOR==>VENDOR HOWDYS Howdys Rent A Toilet	TOTALS	1499.00	.00
Ingram Library Services	09/30/2020	-	45990391	05/27/2020	VR	01093020-331	Act#2005054	589.93	.00	
Ingram Library Services	09/30/2020	-	45990392	05/27/2020	VR	01093020-332	Act#2005054	1735.36	.00	
Ingram Library Services	09/30/2020	-	46061181	05/29/2020	VR	01093020-333	Act#2005054	97.11	.00	
Ingram Library Services	09/30/2020	-	46061182	05/29/2020	VR	01093020-334	Act#2005054	59.24	.00	
Ingram Library Services	09/30/2020	-	46061183	05/29/2020	VR	01093020-335	Act#2005054	6.47	.00	
Ingram Library Services	09/30/2020	-	46070150	05/31/2020	VR	01093020-336	Act#2005054	22.11	.00	
Ingram Library Services	09/30/2020	-	46117110	06/02/2020	VR	01093020-337	Act#2005054	71.02	.00	
Ingram Library Services	09/30/2020	-	46117111	06/02/2020	VR	01093020-338	Act#2005054	63.97	.00	
Ingram Library Services	09/30/2020	-	46117112	06/02/2020	VR	01093020-339	Act#2005054	22.11	.00	
Ingram Library Services	09/30/2020	-	46117113	06/02/2020	VR	01093020-340	Act#2005054	17.05	.00	
Ingram Library Services	09/30/2020	-	46117114	06/02/2020	VR	01093020-341	Act#2005054	11.34	.00	
Ingram Library Services	09/30/2020	-	46166641	06/04/2020	VR	01093020-342	Act#2005054	5.77	.00	
Ingram Library Services	09/30/2020	-	46166642	06/04/2020	VR	01093020-343	Act#2005054	48.78	.00	
Ingram Library Services	09/30/2020	-	46166643	06/04/2020	VR	01093020-344	Act#2005054	12.09	.00	

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Ingram Library Services	09/30/2020	-	46298419	06/11/2020	VR	01093020-345	Act#2005054		28.04	.00
Ingram Library Services	09/30/2020	-	46298420	06/11/2020	VR	01093020-346	Act#2005054		34.10	.00
Ingram Library Services	09/30/2020	-	46324503	06/12/2020	VR	01093020-347	Act#2005054		11.91	.00
Ingram Library Services	09/30/2020	-	46429736	06/18/2020	VR	01093020-348	Act#2005054		21.49	.00
Ingram Library Services	09/30/2020	-	46429737	06/18/2020	VR	01093020-349	Act#2005054		17.74	.00
Ingram Library Services	09/30/2020	-	46458041	06/19/2020	VR	01093020-373	Act#2005054		21.45	.00
Ingram Library Services	09/30/2020	-	46458042	06/19/2020	VR	01093020-374	Act#2005054		16.35	.00
Ingram Library Services	09/30/2020	-	46524907	06/23/2020	VR	01093020-375	Act#2005054		42.31	.00
Ingram Library Services	09/30/2020	-	46524908	06/23/2020	VR	01093020-372	Act#2005054		23.96	.00
Ingram Library Services	09/30/2020	-	46524909	06/23/2020	VR	01093020-371	Act#2005054		502.59	.00
Ingram Library Services	09/30/2020	-	46524910	06/23/2020	VR	01093020-370	Act#2005054		20.73	.00
Ingram Library Services	09/30/2020	-	46663777	06/26/2020	VR	01093020-369	Act#2005054		35.07	.00
Ingram Library Services	09/30/2020	-	46663778	06/26/2020	VR	01093020-368	Act#2005054		89.37	.00
Ingram Library Services	09/30/2020	-	46679141	06/28/2020	VR	01093020-367	Act#2005054		11.25	.00
Ingram Library Services	09/30/2020	-	46679142	06/28/2020	VR	01093020-366	Act#2005054		11.26	.00
Ingram Library Services	09/30/2020	-	46679143	06/28/2020	VR	01093020-365	Act#2005054		79.22	.00
Ingram Library Services	09/30/2020	-	46696694	06/29/2020	VR	01093020-364	Act#2005054		6.38	.00
Ingram Library Services	09/30/2020	-	46696695	06/29/2020	VR	01093020-363	Act#2005054		11.34	.00
Ingram Library Services	09/30/2020	-	46696696	06/29/2020	VR	01093020-362	Act#2005054		10.77	.00
Ingram Library Services	09/30/2020	-	46775875	07/01/2020	VR	01093020-361	Act#2005054		12.76	.00
Ingram Library Services	09/30/2020	-	46775876	07/01/2020	VR	01093020-359	Act#2005054		93.27	.00
Ingram Library Services	09/30/2020	-	46804174	07/02/2020	VR	01093020-358	Act#2005054		16.48	.00
Ingram Library Services	09/30/2020	-	46826899	07/05/2020	VR	01093020-357	Act#2005054		12.41	.00
Ingram Library Services	09/30/2020	-	46826900	07/05/2020	VR	01093020-356	Act#2005054		12.98	.00
Ingram Library Services	09/30/2020	-	46826901	07/05/2020	VR	01093020-355	Act#2005054		16.12	.00
Ingram Library Services	09/30/2020	-	46826902	07/05/2020	VR	01093020-354	Act#2005054		41.47	.00
Ingram Library Services	09/30/2020	-	46882166	07/07/2020	VR	01093020-353	Act#2005054		45.86	.00
Ingram Library Services	09/30/2020	-	46882167	07/07/2020	VR	01093020-352	Act#2005054		6.09	.00
Ingram Library Services	09/30/2020	-	47022445	07/14/2020	VR	01093020-351	Act#2005054		3005.90	.00
Ingram Library Services	09/30/2020	-	47022446	07/14/2020	VR	01093020-350	Act#2005054		10.16	.00
Ingram Library Services	09/30/2020	-	47022447	07/14/2020	VR	01093020-397	Act#2005054		90.64	.00
Ingram Library Services	09/30/2020	-	47022449	07/14/2020	VR	01093020-396	Act#2005054		36.66	.00
Ingram Library Services	09/30/2020	-	47022450	07/14/2020	VR	01093020-395	Act#2005054		13.27	.00
Ingram Library Services	09/30/2020	-	47075656	07/16/2020	VR	01093020-394	Act#2005054		186.24	.00
Ingram Library Services	09/30/2020	-	47075657	07/16/2020	VR	01093020-393	Act#2005054		11.22	.00
Ingram Library Services	09/30/2020	-	47075658	07/16/2020	VR	01093020-392	Act#2005054		32.96	.00
Ingram Library Services	09/30/2020	-	47075659	07/16/2020	VR	01093020-391	Act#2005054		35.24	.00
Ingram Library Services	09/30/2020	-	47075660	07/16/2020	VR	01093020-390	Act#2005054		27.72	.00
Ingram Library Services	09/30/2020	-	47075661	07/16/2020	VR	01093020-389	Act#2005054		10.77	.00
Ingram Library Services	09/30/2020	-	47075662	07/16/2020	VR	01093020-388	Act#2005054		50.99	.00
Ingram Library Services	09/30/2020	-	47075663	07/16/2020	VR	01093020-387	Act#2005054		49.16	.00
Ingram Library Services	09/30/2020	-	47075664	07/16/2020	VR	01093020-386	Act#2005054		64.59	.00
Ingram Library Services	09/30/2020	-	47103151	07/17/2020	VR	01093020-385	Act#2005054		99.22	.00
Ingram Library Services	09/30/2020	-	47103152	07/17/2020	VR	01093020-384	Act#2005054		17.61	.00
Ingram Library Services	09/30/2020	-	47103153	07/17/2020	VR	01093020-383	Act#2005054		53.91	.00
Ingram Library Services	09/30/2020	-	47118379	07/19/2020	VR	01093020-382	Act#2005054		99.41	.00
Ingram Library Services	09/30/2020	-	47118380	07/19/2020	VR	01093020-381	Act#2005054		18.75	.00
Ingram Library Services	09/30/2020	-	47118381	07/19/2020	VR	01093020-380	Act#2005054		90.16	.00
Ingram Library Services	09/30/2020	-	47118382	07/19/2020	VR	01093020-379	Act#2005054		10.65	.00
Ingram Library Services	09/30/2020	-	47220610	07/23/2020	VR	01093020-378	Act#2005054		23.15	.00
Ingram Library Services	09/30/2020	-	47220611	07/23/2020	VR	01093020-377	Act#2005054		15.83	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
Ingram Library Services	09/30/2020	-	47220612	07/23/2020	VR 01093020-376	Act#2005054	52.90	.00
						CHECK TO VENDOR==>VENDOR INGRAM Ingram Library Services TOTALS	8122.23	.00
iWorQ	11/05/2020	-	194042	10/26/2020	VR 01110520-090	#2230 CommDevelopPackage	2450.00	.00
iWorQ	11/05/2020	-	194042	10/26/2020	VR 01110520-091	#2230 CommDevelopPackage	2450.00	.00
						CHECK TO VENDOR==>VENDOR IWORQ iWorQ TOTALS	4900.00	.00
Jeff.Co. Clerk of Courts	11/05/2020	-	11012001	11/01/2020	VR 01110520-002	Monthly Budget 11/20	33500.00	.00
						CHECK TO VENDOR==>VENDOR JEFCLERK Jeff.Co. Clerk of Courts TOTALS	33500.00	.00
Jefferson Community Wate	11/05/2020	-	56001020	10/14/2020	VR 22110520-033	Act#0415600	42.49	.00
						CHECK TO VENDOR==>VENDOR JEFFCOMM Jefferson Community Water TOTALS	42.49	.00
Legal Svcs of N.Florida	09/30/2020	-	FY20QTR4	10/08/2020	VR 14093020-422	FY 20 Jul-Sep	204.04	.00
						CHECK TO VENDOR==>VENDOR LEGALSER Legal Svcs of N.Florida TOTALS	204.04	.00
Monroe SystemsforBusines	11/05/2020	-	171432	10/13/2020	VR 01110520-015	#FL8033 Ribbon Cartridge	50.31	.00
						CHECK TO VENDOR==>VENDOR MONROESY Monroe SystemsforBusiness TOTALS	50.31	.00
Monticello Carquest Inc.	11/05/2020	-	38218390	10/12/2020	VR 22110520-022	Cust#263 Blade Scag	44.34	.00
Monticello Carquest Inc.	11/05/2020	-	38218602	10/15/2020	VR 22110520-024	Cust#263 Lamp Kit	9.68	.00
Monticello Carquest Inc.	11/05/2020	-	38218626	10/15/2020	VR 22110520-020	Cust#263 Backpack Blower	499.95	.00
Monticello Carquest Inc.	11/05/2020	-	38218887	10/20/2020	VR 22110520-072	Cust#263 Tool Set	152.79	.00
Monticello Carquest Inc.	11/05/2020	-	38218987	10/21/2020	VR 22110520-059	Cust#263 Mix Loop Handle	419.95	.00
Monticello Carquest Inc.	11/05/2020	-	38218990	10/21/2020	VR 22110520-065	Cust#263 Hyd Hose-Bulk	104.38	.00
Monticello Carquest Inc.	11/05/2020	-	38219000	10/21/2020	VR 22110520-063	Cust#263 Air Brake Tubing	1.41	.00
Monticello Carquest Inc.	11/05/2020	-	38219009	10/21/2020	VR 22110520-070	Cust#263 SawBlade,Oil	43.69	.00
Monticello Carquest Inc.	11/05/2020	-	38219059	10/21/2020	VR 22110520-061	Cust#263 Hyd Hose-Bulk	113.46	.00
Monticello Carquest Inc.	11/05/2020	-	38219243	10/24/2020	VR 01110520-106	Cust#263 Fuel Hose	4.08	.00
Monticello Carquest Inc.	11/05/2020	-	38219270	10/26/2020	VR 01110520-107	Cust#263 Hyd Oil	359.88	.00
Monticello Carquest Inc.	11/05/2020	-	38219370	10/27/2020	VR 01110520-105	Cust#263 Hyd Hose-Bulk	108.38	.00
						CHECK TO VENDOR==>VENDOR MONTCARQ Monticello Carquest Inc. TOTALS	1861.99	.00
Monticello News	11/05/2020	-	17337	10/21/2020	VR 25110520-076	CARES Relief	68.10	.00
						CHECK TO VENDOR==>VENDOR MONTINEW Monticello News TOTALS	68.10	.00
Bill Moody	09/30/2020	-	10142001	10/14/2020	VR 01093020-329	Cell Phone 08/09-09/08	45.00	.00
						CHECK TO VENDOR==>VENDOR MOODYBIL Bill Moody TOTALS	45.00	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
Moran & Smith LLP	09/30/2020	-	10152001	10/15/2020	VR 01093020-322	2018-2019 Audit	30000.00	.00
						CHECK TO VENDOR==>VENDOR MORAN&SM Moran & Smith LLP	TOTALS	30000.00 .00
Grubbs Auto Parts, LLC	11/05/2020	-	231081	10/15/2020	VR 22110520-021	#1695 Back-up Lamp	8.99	.00
Grubbs Auto Parts, LLC	11/05/2020	-	231111	10/19/2020	VR 22110520-062	#1695 Mounting Bracket	24.49	.00
						CHECK TO VENDOR==>VENDOR NAPAAUTO Grubbs Auto Parts, LLC	TOTALS	33.48 .00
O'Reilly Automotive, Inc	11/05/2020	-	5-442714	10/22/2020	VR 22110520-074	#336410 Key Set	6.49	.00
O'Reilly Automotive, Inc	11/05/2020	-	5-442841	10/23/2020	VR 01110520-110	#336410 Gloves	22.79	.00
						CHECK TO VENDOR==>VENDOR OREILLY O'Reilly Automotive, Inc.	TOTALS	29.28 .00
Parker Engineering Group	11/05/2020	-	9511	10/19/2020	VR 01110520-079	Inspection Services 10/05	740.00	.00
						CHECK TO VENDOR==>VENDOR PEG Parker Engineering Group	TOTALS	740.00 .00
Piggly Wiggly	11/05/2020	-	4041	10/25/2020	VR 01110520-109	Act#105 Baking Soda	7.56	.00
Piggly Wiggly	11/05/2020	-	4042	10/25/2020	VR 01110520-111	Act#105 Baking Soda	12.63	.00
						CHECK TO VENDOR==>VENDOR PIGGLYWI Piggly Wiggly	TOTALS	20.19 .00
Ponder's Inc.	11/05/2020	-	786340-0	10/08/2020	VR 23110520-042	#3478 E911	36.99	.00
						CHECK TO VENDOR==>VENDOR PONDER'S Ponder's Inc.	TOTALS	36.99 .00
Pro Chem, Inc.	11/05/2020	-	83852	10/15/2020	VR 22110520-067	SolidWaste-Chemicals	358.88	.00
Pro Chem, Inc.	11/05/2020	-	83853	10/15/2020	VR 22110520-068	SolidWaste-Chemicals,Glov	569.06	.00
						CHECK TO VENDOR==>VENDOR PRO-CHEM Pro Chem, Inc.	TOTALS	927.94 .00
Public Risk Ins. Agency	11/05/2020	-	70688	10/27/2020	VR 01110520-104	#1370 Business Auto	642.00	.00
						CHECK TO VENDOR==>VENDOR PUBLICR Public Risk Ins. Agency	TOTALS	642.00 .00
Quadient Leasing USA Inc	11/05/2020	-	N8547164	10/20/2020	VR 01110520-078	Cust#00777345	349.25	.00
						CHECK TO VENDOR==>VENDOR QUADLEAS Quadient Leasing USA Inc	TOTALS	349.25 .00
Artezia	11/05/2020	-	0511538	10/20/2020	VR 01110520-081	Act#302577	12.00	.00
						CHECK TO VENDOR==>VENDOR QUALWATE Artezia	TOTALS	12.00 .00
Quill Corporation*	09/30/2020	-	8801792	07/21/2020	VR 23093020-421	#6928628 Toner	490.78	.00
						CHECK TO VENDOR==>VENDOR QUILL Quill Corporation*	TOTALS	490.78 .00
Radiology Assoc-Tallahas	11/05/2020	-	495272	10/14/2020	VR 01110520-108	Act#495272 Hall,Christoph	48.00	.00



VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
						CHECK TO VENDOR==>VENDOR RADIOLOG Radiology Assoc-Tallahass	TOTALS	48.00 .00
Redwire	11/05/2020	-	258177	10/25/2020	VR 01110520-080	#W1M1414 Annex	266.53	.00
						CHECK TO VENDOR==>VENDOR REDWIRE Redwire	TOTALS	266.53 .00
Register's Mini Storage	11/05/2020	-	11012001	11/01/2020	VR 01110520-004	Units B 17,21-22	225.00	.00
						CHECK TO VENDOR==>VENDOR REGISTMI Register's Mini Storage	TOTALS	225.00 .00
Right Way Welding & Fabr	11/05/2020	-	2110	10/14/2020	VR 22110520-027	SolidWaste-CompactorRepai	3980.00	.00
						CHECK TO VENDOR==>VENDOR RIGHTWEL Right Way Welding & Fabri	TOTALS	3980.00 .00
Ring Power Corporation*	11/05/2020	-	E6247114	10/19/2020	VR 23110520-121	#024325 Quarterly Inspec	275.00	.00
Ring Power Corporation*	11/05/2020	-	L6219386	10/08/2020	VR 22110520-041	#024323 Rep Wiring Harnes	1746.82	.00
Ring Power Corporation*	11/05/2020	-	L6219387	10/08/2020	VR 22110520-026	#024323 Filter, Element	194.04	.00
						CHECK TO VENDOR==>VENDOR RINGPOWC Ring Power Corporation*	TOTALS	2215.86 .00
Keith Roddenberry	11/05/2020	-	256072	10/09/2020	VR 01110520-050	Lawn Service	50.00	.00
Keith Roddenberry	11/05/2020	-	256073	10/22/2020	VR 01110520-051	Lawn Service	50.00	.00
						CHECK TO VENDOR==>VENDOR RODDENBE Keith Roddenberry	TOTALS	100.00 .00
Royal Mini Storage, Inc.	11/05/2020	-	11012001	11/01/2020	VR 01110520-005	Unit #47	110.00	.00
						CHECK TO VENDOR==>VENDOR ROYALMIN Royal Mini Storage, Inc.	TOTALS	110.00 .00
Secure Records Solutions	11/05/2020	-	0105543	10/19/2020	VR 01110520-006	Document Destruction	80.00	.00
						CHECK TO VENDOR==>VENDOR SECURERE Secure Records Solutions	TOTALS	80.00 .00
James Skipworth	11/05/2020	-	10162001	10/16/2020	VR 01110520-012	Janitorial Svcs 10/20	420.00	.00
						CHECK TO VENDOR==>VENDOR SKIPWORJ James Skipworth	TOTALS	420.00 .00
Tommy Stover	11/05/2020	-	55476926	10/17/2020	VR 22110520-066	SolidWaste-Panel Box	242.00	.00
						CHECK TO VENDOR==>VENDOR STOVER Tommy Stover	TOTALS	242.00 .00
Toshiba Financial Servic	11/05/2020	-	27911206	10/01/2020	VR 01110520-010	#014-1321378-000	35.00	.00
Toshiba Financial Servic	11/05/2020	-	27911206	10/01/2020	VR 01110520-011	#014-1321378-000	145.00	.00
						CHECK TO VENDOR==>VENDOR TOSHIBA2 Toshiba Financial Service	TOTALS	180.00 .00
Toshiba Financial Servic	11/05/2020	-	27998179	10/15/2020	VR 19110520-047	#015-1483084-000	99.00	.00
Toshiba Financial Servic	11/05/2020	-	27998179	10/15/2020	VR 28110520-048	#015-1483084-000	99.00	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT	
CHECK TO VENDOR==>VENDOR TOSHIBA4 Toshiba Financial Service							TOTALS	198.00	.00
Tri-County Electric Coop	11/05/2020	-	10011020	10/14/2020	VR 19110520-018	Act#87301001001	35.12	.00	
Tri-County Electric Coop	11/05/2020	-	90051020	10/22/2020	VR 01110520-112	Act#72001059005	72.34	.00	
Tri-County Electric Coop	11/05/2020	-	90081020	10/22/2020	VR 01110520-113	Act#72001059008	53.63	.00	
Tri-County Electric Coop	11/05/2020	-	90091020	10/22/2020	VR 01110520-114	Act#72001059009	104.14	.00	
Tri-County Electric Coop	11/05/2020	-	90101020	10/22/2020	VR 22110520-115	Act#72001059010	74.52	.00	
Tri-County Electric Coop	11/05/2020	-	90111020	10/22/2020	VR 22110520-116	Act#72001059011	111.83	.00	
CHECK TO VENDOR==>VENDOR TRI-CO. Tri-County Electric Coop.							TOTALS	451.58	.00
UniFirst Corporation	11/05/2020	-	0220658	10/15/2020	VR 22110520-019	Cust#1237569	147.54	.00	
UniFirst Corporation	11/05/2020	-	0220668	10/15/2020	VR 01110520-013	Cust#1311916	115.78	.00	
UniFirst Corporation	11/05/2020	-	0221091	10/22/2020	VR 22110520-058	Cust#1237569	153.88	.00	
UniFirst Corporation	11/05/2020	-	0221101	10/22/2020	VR 01110520-046	Cust#1311916	175.30	.00	
CHECK TO VENDOR==>VENDOR UNIFIRST UniFirst Corporation							TOTALS	592.50	.00
Verizon Wireless	09/30/2020	-	98635347	09/23/2020	VR 01093020-330	#842179031-1 #9863534799	72.26	.00	
CHECK TO VENDOR==>VENDOR VERIZONW Verizon Wireless							TOTALS	72.26	.00
CASH ACCOUNT # 011010000							TOTALS	158924.88	.00
BANK ACCOUNT # 0101001611							TOTALS	158924.88	.00
FINAL REPORT TOTALS							TOTALS	158924.88	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE	VOUCHER NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
CASH CODE-08008	G/L	CASH ACCOUNT-111010000				CASH-CHECKING-CO TRANS			
Advanced Business System	11/05/2020	-	366252	10/14/2020	VR	11110520-004	Mtr#70306,70314	54.30	.00
		CHECK TO VENDOR==>VENDOR		ADVBSIN		Advanced Business Systems TOTALS		54.30	.00
AG-PRO Companies	11/05/2020	-	P08615	10/20/2020	VR	11110520-012	JEFFE017 SingleS,Hub,Nut	452.70	.00
		CHECK TO VENDOR==>VENDOR		AGPRO		AG-PRO Companies TOTALS		452.70	.00
Beard Equipment Company	11/05/2020	-	1339201	10/12/2020	VR	11110520-006	#700352 Filters,Seal,Edge	1543.33	.00
		CHECK TO VENDOR==>VENDOR		BEARD		Beard Equipment Company TOTALS		1543.33	.00
CenturyLink	11/05/2020	-	83041020	10/16/2020	VR	11110520-024	Act#312168304	463.52	.00
		CHECK TO VENDOR==>VENDOR		CENTLINK		CenturyLink TOTALS		463.52	.00
Conrad Yelvington Distri	11/05/2020	-	1355309	10/12/2020	VR	11110520-021	Limerock Base	1755.82	.00
Conrad Yelvington Distri	11/05/2020	-	1356076	10/13/2020	VR	11110520-022	Limerock Base	2164.17	.00
Conrad Yelvington Distri	11/05/2020	-	1357071	10/14/2020	VR	11110520-023	Limerock Base	2352.23	.00
Conrad Yelvington Distri	11/05/2020	-	1357976	10/15/2020	VR	11110520-019	Limerock Base	2137.90	.00
Conrad Yelvington Distri	11/05/2020	-	1359616	10/19/2020	VR	11110520-018	Limerock Base	2442.27	.00
Conrad Yelvington Distri	11/05/2020	-	1360517	10/20/2020	VR	11110520-017	Limerock Base	2196.54	.00
Conrad Yelvington Distri	11/05/2020	-	1360819	10/21/2020	VR	11110520-020	Limerock Base	2484.38	.00
		CHECK TO VENDOR==>VENDOR		CONRADYE		Conrad Yelvington Distrib TOTALS		15533.31	.00
Duke Energy	11/05/2020	-	33121020	10/12/2020	VR	11110520-003	Act#2070303312	286.50	.00
		CHECK TO VENDOR==>VENDOR		DUKE		Duke Energy TOTALS		286.50	.00
First Call Truck Parts	11/05/2020	-	75906	10/12/2020	VR	11110520-005	#4505 Oil,AirWand,Gauge	643.24	.00
		CHECK TO VENDOR==>VENDOR		FIRSTCAL		First Call Truck Parts TOTALS		643.24	.00
Gulf Coast Lumber/Supply	11/05/2020	-	83920	10/21/2020	VR	11110520-016	#300170 CartridgeFilter	29.98	.00
		CHECK TO VENDOR==>VENDOR		GULFCOLU		Gulf Coast Lumber/Supply* TOTALS		29.98	.00
Kimball Midwest	11/05/2020	-	8311759	10/15/2020	VR	11110520-009	#085524 Nut,Clamp,CapScrw	236.69	.00
		CHECK TO VENDOR==>VENDOR		KIMBALLM		Kimball Midwest TOTALS		236.69	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
O'Reilly Automotive, Inc	11/05/2020	-	5-441557	10/13/2020	VR 11110520-007	#2834089 Capsule	16.36	.00
O'Reilly Automotive, Inc	11/05/2020	-	5-441789	10/15/2020	VR 11110520-008	#2834089 Toggle Switch	4.99	.00
O'Reilly Automotive, Inc	11/05/2020	-	5-442670	10/21/2020	VR 11110520-015	#2834089 Filter,Oil,Fld	121.22	.00
O'Reilly Automotive, Inc	11/05/2020	-	5-442758	10/22/2020	VR 11110520-014	#2834089 Filters,TermKit	62.39	.00
CHECK TO VENDOR==>VENDOR OREILLY O'Reilly Automotive, Inc. TOTALS							204.96	.00
Potty Man Portables	11/05/2020	-	94975	10/23/2020	VR 11110520-013	Portable Toilet Rental	75.00	.00
CHECK TO VENDOR==>VENDOR POTTYMAN Potty Man Portables TOTALS							75.00	.00
Safety-Kleen Systems, In	11/05/2020	-	11658727	10/06/2020	VR 11110520-010	#JE10809 #CN11658727	49.68	.00
CHECK TO VENDOR==>VENDOR SAFETYKL Safety-Kleen Systems, Inc TOTALS							49.68	.00
UniFirst Corporation	11/05/2020	-	0220687	10/15/2020	VR 11110520-001	Cust#1508769	219.72	.00
UniFirst Corporation	11/05/2020	-	0221120	10/22/2020	VR 11110520-011	Cust#1508769	219.72	.00
CHECK TO VENDOR==>VENDOR UNIFIRST UniFirst Corporation TOTALS							439.44	.00
Vector Security	11/05/2020	-	66726048	10/05/2020	VR 11110520-002	Act#6478853	33.02	.00
CHECK TO VENDOR==>VENDOR VECTOR Vector Security TOTALS							33.02	.00
CASH ACCOUNT # 111010000 TOTALS							20045.67	.00
BANK ACCOUNT # 0101006511 TOTALS							20045.67	.00
FINAL REPORT TOTALS							20045.67	.00

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Emergency Meeting – Canvassing Board Appointees**  
**Emergency Management Operations Center**  
**October 13, 2020**  
**5:30 P.M.**

The Board met this date in emergency session to discuss Canvassing Board appointees. Present for the meeting were Chair JT Surles, Commissioners Betsy Barfield (via Zoom), Stephen Fulford (via Zoom) and Stephen Walker. Also present were County Attorney Scott Shirley and Clerk of Court Kirk Reams.

1. Chairman Surles called the meeting order.
2. Chairman Surles explained that the Canvassing Board, which is comprised of elected officials, had an issue due to several of the elected officials not being able to serve due to the fact they are on the ballot for this election.
3. Attorney Scot Shirley stated that since Commissioner Hall, is unavailable, the only other options are Commissioners Barfield and Fulford.
4. Commissioner Barfield stated she would be unable to serve on the Canvassing Board due to a conflict with a prior commitment. Commissioner Fulford stated it would be challenging with his schedule to serve but would do his best. He requested a back-up/alternate.
5. On motion by Commissioner Walker, seconded by Commissioner Barfield and unanimously carried (4-0), Commissioner Fulford was selected as the Board representative to the Canvassing Board. On motion by Commissioner Walker, seconded by Commissioner Barifeld and unanimously carried (4-0), the Board selected Property Appraiser Angela Gray to be Commissioner Fulford's back up.
6. On motion by Commissioner Fulford, seconded by Commissioner Walker and unanimously carried (4-0), the meeting was adjourned.

**Board of County Commissioners**  
**Jefferson County, Florida**

\_\_\_\_\_  
J.T. Surles, Chairman

ATTEST:

\_\_\_\_\_  
Kirk Reams, Clerk of Court

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Regular Session**  
**Emergency Management Operations Center**  
**October 15, 2020**  
**6:00 P.M.**

The Board met this date in regular session. Present were Chair JT Surles, Commissioners Betsy Barfield, Stephen Fulford, Eugene Hall and Stephen Walker. Also present were County Attorney Scott Shirley and Clerk of Court Kirk Reams.

1. Chairman Surles called the meeting order. Commissioner Walker led the invocation and pledge of allegiance.
2. Sheriff Mac McNeill presented a check to the Board in the amount of \$23,537.13 for unused budgetary funds. Property Appraiser Angela Gray stated she would be taking her refund check in the amount of \$7,174 to the Clerk's Office the following day.
3. Chairman Surles requested that two items be added to the agenda: 4e, the Thompson Valley Road repair; 4f, the Canvassing Board alternate. **On motion by Commissioner Walker, seconded by Commissioner Barfield and unanimously carried (4-0, Hall absent), the consent agenda—consisting of the approval of the agenda as amended, General Fund/Transportation Vouchers, BOCC Minutes for the 9/22/2020 and 10/1/2020 Regular Sessions, 9/10/2020 Tentative Budget Hearing, 9/22/2020 Final Budget Hearing, 10/1/2020 Sole Purpose Meeting, 9/22/2020 Special Meeting and Budget Amendment for Sheriff and Property Appraiser—was approved.**
4. County Attorney Scott Shirley performed the second reading of the Comprehensive Plan Map Change. **On motion by Commissioner Barfield, seconded by Commissioner Walker and unanimously carried (4-0, Hall absent), the Board approved the Comprehensive Plan.**
5. Clerk of Court Kirk Reams introduced the Jefferson County CARES Act item. David Johosky, with GSG, provided an update on the Phase II funding.
6. Commissioner Barfield introduced the Broadband RFP discussion. Clerk of Court Kirk Reams opened the one bid that was submitted from CenturyLink. **On motion by Commissioner Barfield, seconded by Commissioner Hall and unanimously carried, the Board voted to have the bid from CenturyLink taken to the evaluation committee board before determining how to proceed.**
7. Chairman Surles introduced the return to open meetings discussion. County Health Department Director Kim Albritton spoke to the Board and stated she would be providing some input and guidance for re-opening the meetings. It was the consensus of the Board to return to open meetings at the Courthouse Annex on November 5<sup>th</sup>.
8. County Coordinator Parrish Barwick provided an update on the Thompson Valley Road issue. He stated there was a wash out on the road that needed attention. Anderson Columbia is already in the vicinity for another project and Mr. Barwick recommended they be utilized in an emergency situation since they were already mobilized in the area. **On motion by Commissioner Walker, seconded by Commissioner Hall and unanimously carried, the Board approved moving forward with Anderson Columbia to repair Thompson Valley Road.**

9. Clerk of Court Kirk Reams stated there was an issue with Property Appraiser Angela Gray serving as the alternate to Commissioner Fulford, as she was already the alternate for Judge Plaines. The issue was a conflict with Commissioner Fulford's schedule, which would prevent him from attending the October 27<sup>th</sup> meeting. Commissioner Barfield offered to go to the October 27<sup>th</sup> meeting. **On motion by Commissioner Walker, seconded by Commissioner Hall and unanimously carried, Commissioner Barfield was selected as the alternate for Commissioner Fulford.**
10. Clerk of Court Kirk Reams stated the Value Adjustment Board would be meeting Monday, October 19<sup>th</sup> at 8:30 am.
11. County Coordinator Parrish Barwick stated the County was about to move forward with a new Veterans Affairs employee that we would be sharing with Madison County.
12. Chairman Surles commended Sheriff McNeill for his pit maneuver the previous day on Interstate 10 that disabled the reckless driver and prevented further injury/property damage.
13. **On motion by Commissioner Walker, seconded by Commissioner Hall and unanimously carried, the meeting was adjourned.**

**Board of County Commissioners  
Jefferson County, Florida**

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J.T. Surles, Chairman

ATTEST:

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Kirk Reams, Clerk of Court

## **PROPOSED CONCEPTS/LANGUAGE IF FUNDS REMAIN AFTER INDIVIDUAL/BUSINESS ASSISTANCE PRE-QUALIFICATION IS COMPLETE**

### **NEW BUSINESSES**

The Business Assistance Grant Program will allow approximately 20 new start-up businesses to pre-qualify for up to four times their average monthly revenues for the last 3 to 6-months they were open to the public up to a maximum of \$15,000 per applicant in grant money to cover normal business expenses, including employee wages, vendor bills, rent, utilities and employee/customer safety costs to help offset the temporary loss of revenue due to COVID-19.

Businesses that can demonstrate a negative financial impact during the period between 3/1/2020 and 12/30/2020 compared to revenues for a 3 to 6 month period when they were not impacted may apply. If this cannot be demonstrated, and the business has proof that they were closed due to a “stay at home order” issued by the State or “quarantine” issued by the Department of Health, a one-time grant of \$3,000 may be awarded.

Application period – November 4<sup>th</sup> through November 20<sup>th</sup>.

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## **PROPOSED CONCEPTS/LANGUAGE IF FUNDS REMAIN AFTER INDIVIDUAL/BUSINESS ASSISTANCE PRE-QUALIFICATION IS COMPLETE**

### **NON PROFITS**

Jefferson County has allocated CARES Act funding to support the on-going work of local non-profits that provide services to mitigate or respond to the current coronavirus (COVID-19) pandemic. Non-profits may request funds to support Food Assistance Programs or Service Expansion Programs related to COVID-19. In addition, funds may be requested to reimburse costs for unfunded and unbudgeted essential supplies, mortgage/rent, utility, payroll, and/or personal protective equipment. All eligible organizations will be vetted through a grant application process, and all expenses should be appropriately justified. Grants will be disbursed after review and approval of documented expenditures. Examples include:

- Food Assistance,
- Service Expansion,
- Essential supplies,
- Mortgage/Rent Assistance,
- Utility Assistance,
- Payroll Assistance (excluding payroll taxes),
- Personal protective equipment, or
- Assistance to individuals impacted by COVID-19.

Applicants must provide documentation of expenditures or services provided by November 30, 2020, to allow for appropriate processing.

### **Eligibility Checklist**

- Provide proof of non-profit 501(c)(3) status and be in good standing with the State of Florida Secretary of State.
- The organization has its principal place of business in Jefferson County.
- The organization provides COVID-19 relief services to the residents of Jefferson County or
- The organization can provide evidence that they were closed due to a “stay at home order” issued by the State or “quarantine” issued by the Department of Health and had to cancel events or activities that would have otherwise generated a source of revenue.
- The organization can meet the technical requirements of the grant program, including the ability to provide financial records and program validation.

Application period – November 4<sup>th</sup> through November 20<sup>th</sup>.

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## **Part I - DEFINITIONS**

**"Addenda"** means written or graphic instruments issued by County prior to the execution of the Agreement which modifies or interprets the Request for Proposal by additions, deletions, clarifications, or corrections. Addenda will become part of the Contract Documents.

**"Agreement"** means a legal document, executed by County and Successful Respondent, which supersedes all prior negotiations, representations, or agreements, either written or oral. The Agreement, as amended from time to time, forms the Contract between County and Successful Respondent setting forth the roles, responsibilities and obligations of the parties including, but not limited to, the performance of the Services and the basis of payment.

**"Consortium"** or **"Gulf Consortium"** means the Gulf Consortium, created under the Florida Interlocal Cooperation Act (Part 1 of Chapter 163, Florida Statutes) and the Interlocal Agreement entered into by its members on September 12, 2012 to manage and administer the RESTORE Act funds allocated to the State of Florida by the Gulf Ecosystem Restoration Council, consistent with the RESTORE Act.

**"Consultant"** means Successful Respondent, in the context of the Request for Proposal. In the context of the Contract Documents, Consultant means any company, firm, partnership, corporation, association, joint venture, or other legal entity permitted by law to perform the Services in the State of Florida. Such legal entity shall be the entity that enters into a written Agreement with County to perform the Services for the Project described in the Contract Documents. Consultant will have sole responsibility for the performance of the Services covered under an Agreement that is awarded in conjunction with this Request for Proposal.

**"Contract Documents"** means the Request for Proposal, Addenda to such, the Agreement, Amendments to such, Respondent's Statement of Proposal, Scope of Services, Certificate(s) of Insurance, Notice of Intent to Award, Notice of Award, Notice to Proceed, Respondent's Representation and Certification Form, and any other documents mailed or otherwise transmitted to or from the Respondent prior to or after the submittal of the Respondent's Proposal to the Request for Proposal (including documentation mailed or otherwise transmitted by or to the Respondent prior to or after the Notice of Award), and any other documents that may be issued from time to time, which are all to be treated as one instrument whether or not set forth at length in the Agreement or referenced in such.

**"County"** means Jefferson, Florida, a political subdivision of the State of Florida, its officers, employee and agents.

**"County Construction Project Manager"** means a County employee assigned to manage the Construction Engineering and Inspection Contract and represent County during the performance of the services covered under the Agreement and Work Authorization.

**"Deliverables"** means all data, reports, compliance documents, correspondence, construction documents, and all other materials produced and developed by Consultant pursuant to this Agreement.

**"Funding Agency"** means any State or Federal Agency that provides funding to the County for any Project.

**"Gulf Ecosystem Restoration Council"** or **"Council"** means the Federal Agency created by the RESTORE Act having oversight responsibility for 60% of the Gulf Coast Restoration Trust Fund, including the 30% comprising the RESTORE ACT 9 Pot 3) Funds.

**"Individual Scorers"** means County employees assigned to review and score the Proposals and Oral Presentations and make an award recommendation to the Board.

**"Governmental Entity"** means a political subdivision or agency of this state or of any state of the United

States, including, but not limited to, state government, county, municipality, school district, nonprofit public university or college, single purpose or multipurpose special district, single-purpose special or multipurpose authority, metropolitan or consolidated government, separate legal entity or administrative entity, or any agency of the Federal Government.

**"Minor Irregularity"** means a variation from the requirements of the Request for Proposal which does not give any Respondent an advantage or benefit not enjoyed by the other Respondents or does not adversely impact the interests of County.

**"Notice of Award"** means a written notice submitted by County advising Successful Respondent that they have been awarded the project.

**"Notice of Intent to Award"** means a written notice submitted by County to Successful Respondent advising them of County's intent to make an award to Successful Respondent to perform the Services covered under this Request for Proposal.

**"Notice to Proceed"** means a written notice issued to Successful Respondent by County fixing the date on which the Services are to commence and when they are to be completed.

**"Pre-Proposal Conference"** means a public meeting at which companies, who are interested in Responding to the Request for Proposal, gather to obtain additional information concerning the scope of services required under the Request for Proposal.

**"Project"** means the project identified in an Agreement/Work Authorization.

**"Proposal"** means a written statement of Proposal submitted by a Respondent in Proposal to the Request for Proposal.

**"Public Opening"** means a public meeting where County opens the Proposals to the Request for Proposal and announces the names of the Respondents who submitted a Proposal to the Request for Proposal.

**"Respondent"** means the entity that submits a Proposal to the Request for Proposal.

**"Responsive Respondent"** means a Respondent that submits a Proposal that conforms in all material respects to the requirements of the Request for Proposal.

**"Responsible Respondent"** means an entity that submits a Proposal that shows that they have the capability in all respects to perform fully the Services outlined in the Request for Qualification, and the integrity and reliability that will assure good faith performance.

**"RESTORE ACT"** means Public Law 112-141 (July 6, 2012), codified at 33 U.S.C. 1321(t), as may be subsequently amended, and all implementing regulations.

**"RESTORE ACT (Pot 3) Funds"** refers to the 30% of the Gulf Coast Restoration Trust Fund, established by the RESTORE Act, to fund economic and environmental recovery of the Gulf Coast region impacted by the Deepwater Horizon Oil Spill. Pot 3 funds are managed separately by each of the Gulf Coast states. The Gulf Consortium is Florida's designated agency to administer Pot 3 funds.

**"Request for Proposal"** means the contents of this solicitation and all supporting documents including Addenda, or other information transmitted to potential Respondents.

**"Services"** means the labor of the Respondent, its sub-consultants and sub-contractors, and incidental expenses that are required by the Respondent to execute and complete the scope of services as outlined

in the Request for Proposal, including those prescribed or implied.

**"Sub-consultant"** and **"Sub-contractor"** means an entity having a direct contract with Consultant to perform a part of the Services that Consultant is performing, as outlined in the Contract Documents, under the sole control and direction of Consultant.

**"Successful Respondent"** means the Respondent (Lead Consultant) who has been determined to be the most qualified by receiving the highest final evaluation score.

**"Timeline"** means the list of critical dates and actions involved in the Request for Proposal process.

**"Work Authorization"** means a written document that specifically describes the Project services to be provided by Consultant, a schedule or timeline for completion of such services, the not to exceed amount for such services and any other terms and conditions required by County for such services, and any amendments to such Work Authorizations.

**"Work"** shall mean all the work to construct a Project that is required of the Consultant pursuant to a construction agreement between the County and Consultant.

## **Part II – General Information**

### **Solicitation Overview**

Jefferson County, Florida (“County”) invites interested parties to submit their proposal to provide services to conduct a feasibility study of properties in the area surrounding Jefferson County’s Wacissa River Park. The study will provide a fact-based management tool and will determine whether property acquisition is feasible, reasonable, and economical. The proposal should also address potential park access and use improvements to as yet undeveloped portions of the current River Park property to determine whether additional desired improvements can be accommodated within the boundaries of the existing parcel.

### **Part III - Proposal Response Information**

RFP with criteria, requirements and anticipated scope of work will be provided upon written request by contacting directly: Contact Name, Title, by e-mail \_\_\_\_\_, or in writing to Contact Address or by telephone at (850) \_\_\_\_-\_\_\_\_, extension \_\_\_\_.

Proposal submissions must be sealed and marked with the name of the proposer and titled “**Professional Consultant Services for Wacissa River Access and Park Improvements Planning**” so as to identify the enclosed proposal. Each submittal shall include [one (1) original and five (5) copies] of the proposal. Proposals must be delivered to [Submission Address], **no later than Time, E.T. on Month, Day, Year.** **RFP responses will be opened Month, Day, Year,** at the regular meeting of the Board of County Commissioners. Proposals received later than the date and time specified above will be rejected. The Board will not be responsible for the late deliveries of proposals that are incorrectly addressed, delivered in person, or by mail or any other type of delivery service.

The Jefferson County Board of County Commissioners reserves the right to accept or reject, for no reason stated, any or all proposals or any parts thereof, and the determination of this award, if an award is made, will be based on the final evaluation of the submitted proposals and thereafter award of a professional services contract. The Board reserves the right to waive irregularities in the proposal and/or to withdraw this Request for Proposals at any time for no reason stated. Respondents submitting proposals shall bear the entire cost of preparation and presentation of proposals responsive hereto and the County shall not be liable for any costs a respondent might expend in preparing and presenting a proposal. Further, the County shall not be liable to any respondent, or person or entity associated therewith, for any current or future damages of any kind whatsoever based on any legal theory, including, but not limited to, claims based on lost future profits or for incidental and consequential damages, and, by submitting a proposal such respondent, or person or entity associated therewith, expressly waives any claims for damages against Jefferson County.

Any questions concerning this RFP should be direct to Contact Name, Title, by e-mail to e-mail or in writing to [Contact Address], or by telephone at (850) \_\_\_\_-\_\_\_\_, extension \_\_\_\_\_. Questions will be received Day, Date and Time. After this time, a cone of silence will be in place until a Respondent is selected.

### **Part IV - General Consideration/Indemnifications**

1. Proposals must be submitted by mail, courier or in person to [Submission Address].
2. Proposals that are no delivered to the physical address of the [Office of Submission] prior to the specified time will not be considered and will be returned to the responder unopened.
3. Once opened no Proposal may be withdrawn prior to the BOCC action without written consent from the [Office of Submission].
4. Proposals constitute an offer to contract, which will remain valid and in effect, for a period of no less

than 180 days from the date of submission.

5. It is the responsibility of the Respondents to fully understand and follow all conditions and specifications contained in this request.
  6. The Respondent shall be licensed to perform the required services in Florida and work with Jefferson County on all areas of work outlined in this RFP.
  7. Two or more firms may combine for the purpose of responding to this solicitation provided that one is designated as the "Prime" Respondent. The other firm(s) will be referred to as the "Sub-Consultant(s)." By signing and submitting the Letter of Response, the Respondent certifies that the response is made without prior understanding, agreement or connection with any corporation, firm, entity or person submitting a response for the same goods/services (unless otherwise specifically noted), and is in all respects fair and without collusion, fraud, and that the individual signing the Letter of Response has full authority to negotiate for and bind the Respondent.
  8. By submitting a response, the Respondent warrants that is has not employed or retained any company or person, other than a bona fide employee working solely for the Respondent to solicit or secure this award and that is has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Respondent, any fee, commission, percentage, or gift or other consideration contingent upon or resulting from the award. Breach or violation of this provision serves as just cause to terminate the award without liability and, to deduct from the agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.
  9. Proposal responses must include a completed:
    - A. Certificate(s) of Insurance or Sworn Statement from Insurance Agent
    - B. Hold Harmless, Release and Indemnity Agreement (Only applicable when State of Florida Worker's Compensation Exemption is being used)
    - C. Florida Public Entity Crimes Statement as required by F.S. §287.133(3)(a)
    - D. Byrd Anti-Lobbying Amendment Certification Form
    - E. Copeland Anti-Kickback Act (40 U.S.C. 3145) Certification Form
    - F. Drug Free Workplace Statement as outlined by F.S. §287.087
    - G. Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
  10. All Proposal responses require a current Certificate of Insurance listing Jefferson County as an "Additional Insured" and the following coverages on the respondent:
    - A. Errors and Omissions Liability \$1,000,000 per occurrence
    - B. General Liability and Worker's Compensation \$1,000,000 per occurrence
- Alternatively, Respondents may provide a sworn statement from an insurance agent, verifying that if the Respondent is awarded the bid, Certificates of Insurance will be issued to the Respondent in the amounts required within thirty (30) days of the acceptance of the proposal. Additionally, all proposed sub-consultants shall be insured under the Respondent's policies. All coverages for sub-consultants shall be the same as the requirements state herein.

11. Respondents shall include certification information showing Worker's Compensation Insurance/Exemption on all employees working on the project. Worker's Compensation exemptions will be accepted upon provided a current exemption certificate, Articles of Incorporation, and a signed Jefferson County Worker's Compensation Hold Harmless Agreement.

12. Any Respondent, who does not furnish the required insurance documents within thirty (30) days after acceptance of the proposal, is hereby advised that the proposed award may be revoked and negotiations initiated with the next lowest Respondent who meets all proposal specifications.

### 13. Federal Requirements

#### A. Use of Federal Funds – Resources and Ecosystems Sustainability, Tourism Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act)

1. Any contract(s) awarded under this solicitation are expected to be funded in part by a grant from the U.S. Department of Treasury. Neither the United States nor any of its departments, agencies, or employees is or will be a party to this solicitation or any resulting contract.

2. Any Consultant(s) performing work associated with this solicitation that are paid by any Federal or State grant will sign an annual statement of compliance to both Jefferson County Code of Conduct Policy and Jefferson County Conflicts of Interest Policy during the grant period.

#### B. Access to Records and Record Retention

1. Any Consultant(s) performing work associated with this solicitation must make available to Treasury, the Treasury Office of the Inspector General, and the Government Accountability Office any documents, papers or other records, including electronic records, of the Consultant pertinent to this award, in order to make audits, investigations, examinations, excerpts, transcripts, and copies of such documents. This right of access also includes timely reasonable access to Consultant's personnel for the purpose of interview and discussion related to such documents. This right of access shall continue throughout the contract period and three (3) years (2 CFR 200.333) after closeout of the Federal grant award.

2. Any Consultant performing work associated with this solicitation must retain all records pertinent to the Award of federal funds for a period of three (3) years, beginning on a date as described in 2 CFR §200.333. Records may be stored electronically or in hard copy format, although electronic format is preferred. The term "records includes, but is not limited to the following:

- Copies of all contracts and documents related to the contract;
- Subcontractor awards, contracts, conflict of interest forms;
- Copies of all contracts and documents related to the contract;
- Subcontractor awards, contracts, conflict of interest forms;
- Site visits, reports, audits, and other monitoring of contractors;
- All financial and accounting records;
- Any reports, publications, and data sets related to the federally funded project; and
- Any litigation, claim, investigation, or audit relating to any activity under this contract.

#### C. Compliance with Federal Regulations and Executive Orders

1. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must be in compliance with all applicable Federal regulations in 2 CFR Part 200, and RESTORE Act Standard Terms and Conditions provided by the U.S. Department of Treasury, including Presidential Executive Order Numbers 11246 and 11375, which prohibit discrimination in employment regarding race, creed, color, sex, or national origin and requires inclusion of the standard Federal Equal Employment Opportunity Construction Specifications.

2. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work in this project must comply with the Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246).
3. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must make positive efforts to use small and minority business and women business enterprises for construction activities when available and feasible in accordance with Federal regulation 2 CFR 200.321.
4. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must comply with the regulations described in the Copeland "Anti-Kickback Act" (40 U.S.C. 3145), which provides that each CONTRACTOR OR SUBCONTRACTOR must be prohibited from inducing, by any means, any person employed in the construction, completion, or repairs of public work, to give up any part of the compensation to which he or she is otherwise entitled.
5. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must comply with regulations described in Title VI of the Civil Rights Act of 1964, which prohibit the exclusion of participation in, deny benefits, or be subject to discrimination because of race, color, national origin, handicap, age, or religion, under any program or activity receiving federal financial assistance.
6. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work in this project must certify he or she will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to an officer or employee of any agency or Congress in connection with obtaining and Federal contract, grant or any other award covered in 31 U.S.C. 1352 Byrd Anti-Lobbying Amendment.
7. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must comply with the requirements of 40 U.S.C. 3701-3708 Contract Work Hours and Safety Standards Act, which apply to contracts in excess of \$100,000 that involve the employment of mechanics or laborers.
8. Any CONTRACTOR(s) or SUBCONTRACTOR(s) performing work on this project must comply with the requirements of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, which requires CONTRACTOR(s) and SUBCONTRACTORS(s) to procure only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000.

## **Part V - Objectives and Scope of Work**

**Purpose** - To conduct a feasibility study of properties in the area surrounding Jefferson County's Wacissa River Park. Also, to conduct a feasibility study of potential public access and use improvements that can be made to undeveloped area of the current River Park Property. The study will provide a fact-based management tool and will determine whether property acquisition, and/or improvement to the existing park property, is feasible, reasonable, and economical.

**Objectives** - Provide fact-based information as a tool to help guide the County's decision making on both moving forward with property acquisition and turning it into a County owned and operated site, and/or identifying additional public use and access improvements to undeveloped areas of the existing park property, in order to expand public access and recreation opportunities at Wacissa River Park and adjacent or nearby lands.

**Scope of Work** - The feasibility study will provide Jefferson County with the following information:

### **Part 1 Existing Park:**

1. Detailed description of the property identifying all existing structures, parking, permitted



- areas for future development, open space, and utilities.
2. Identify potential uses for undeveloped areas, i.e., parking, stormwater, camping, boat ramps/kayak launches, wildlife observation, conservation, etc.
  3. Identify each existing structure and its condition, with recommendations for repairs and/or improvements as well as the estimated cost and potential permitting requirements.
  4. Identify recommended new amenities including parking and stormwater requirements, estimated costs, and potential permitting requirements.
  5. Long-term maintenance needs and estimated costs with recommendations.
  6. Summary of findings to include immediate and long-term opportunities, risk and uncertainties, and necessary improvements associated with continued utilization of the property as a recreational amenity.

\*Existing site plans for Wacissa River Park are available for review upon request.

**Part 2 Potential New Acquisition:**

1. Identify parcels within two miles of the existing Wacissa River Park suitable for acquisition as recreational amenity.
2. Identify potential uses for undeveloped areas for potential new acquisition.
3. Summary of findings to include risk and uncertainties with acquisition and necessary improvements associated with property acquisition and utilization as a recreational amenity.

\* The adjacent property immediately to the east owned by Boland Land, LLC, is most likely not feasible for acquisition based on appraised price as compared to property owner price expectation. A copy of a recently prepared federal Yellow Book standards appraisal for this parcel is available on request.

**Cost Of Completion**

The cost of completion for this project shall not exceed \$45,000, based on the Cost and Price Analysis in Part VII.

**Party VI Evaluation/Selection Process**

Jefferson County shall follow the procedures of the Consultants' Competitive Negotiation Act, Title XIX, Chapter 287, Section 055 of the Florida Statutes. The selection committee shall consider the following factors:

1. Prepare an alphabetical listing of proposers determined to be interested and available. Evaluate the proposals meeting minimum submission criteria based upon Proposal. Selection as best qualified will be based on the following considerations:

No	Evaluation Criteria	Points
1	Did the firm follow submittal requirements and clearly demonstrate an understanding of the purpose for the Request for Proposals?	10
2	Qualifications of personnel assigned	15
3	Women and minority participation	
4	Geographic location of the firm, including permanent office of project management team	
5	Current workload and potential effect on project schedule/deliverables	10
6	Past record of professional accomplishments	25
7	Financial viability and responsibility	
8	Firm's reputation and competence, including technical education and training, availability of adequate personnel, equipment and facilities, the extent of repeat business of the firm and, where applicable, the relationship of cost estimates by the firm to actual costs on previous	

	projects	
9	Familiarity with anticipated project areas/scope of work required	25
10	Previous project experience with federal state funded programs	
11	Costs proposed to complete the scope of work	15
	Total	100

In compliance with 2 CFR 200.320(d)(1), the Selection Review Committee will consider the most qualified firm that demonstrates the knowledge, qualification and ability to complete the intended Scope of Work based on the above listed criteria provided by the proposers. A proposer's ability to successfully complete the Scope of Work should be based on their demonstrated qualifications, past accomplishments of similar work., financial responsibility, and staff availability and capacity in order to accurately determine that the project objectives will be achieved timely, feasibly, and in compliance with federal uniform guidance and RESTORE Act Standard Terms and Conditions.

2. Review of all responses to the Request for Proposals received will proceed as follows:

- a. The Review Committee will review all written documents submitted;
- b. The Committee's ranking of prospective firms shall be based on the Evaluation Criteria listed above;
- c. The Committee may request oral presentations/interviews from the Respondent when establishing the recommended priority or short list. Respondents will be notified of dates and times of any interviews.

3. Direct one-on-one contact with any of the Board of County Commissioners members, the County Coordinator, or County Attorney is not allowed during the short listing process unless initiated by the County to request specific information to understand information submitted in the proposal.

4. The County reserves the right to accept or reject any or all submittals that it may, in its sole and absolute discretion, deem unresponsive, or waive technicalities which best services the overall interests of the County. The County Commission's decision on these matters shall be final.

**Part VII Cost and Price Analysis**

The County has conducted a cost and price analysis to create a budget for the Scope of Work required, in accordance with 2 CFR §200.323. This cost and price analysis will be used to evaluate the Respondents during the Evaluation/Selection Process.

**Part VIII - Small, Women, and Labor Surplus Participation**

The County encourages the use of small, women, minority and labor surplus business enterprises to participate in this Request for Proposal process. The County will conduct the following six (6) required affirmative steps to contracting with small, minority, women and labor surplus business enterprises, as required by 2 CFR §200.321:

1. Establish a qualified small, minority, and women's business enterprises on a solicitation list.
2. Ways to assure that small, minority, and women's business enterprises are solicited whenever there are potential resources.
3. Dividing the total requirements, when economically feasible, into smaller tasks or quantities permit maximum participation by small, minority, and women's business enterprises.
4. Establish a delivery schedule, where requirement permits, which encourages participation from small, minority, and women's business enterprises.
5. Use services provided by SBA or other organizations to encourage participation from small, minority, and women's business enterprises.
6. Require the prime contractor to consider the 5 affirmative steps above when selecting subcontractors.

## **Part IX - Disadvantaged Business Enterprises**

The Jefferson County Board of County Commissioners hereby affirms that it will affirmatively ensure that any Disadvantaged Business Enterprise will be afforded full opportunity to submit Statement of Proposal in response to this invitation and will not be discriminated against on the grounds of race, color, gender, religion, age, disability, marital status or national origin in consideration for an award.

## **Part X - Proposal Submittal Form**

**LETTER OF RESPONSE** – A letter or response prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually should at a minimum include the following information:

1. Date
2. RFP title
3. Consultant firm name and address
4. Consultant point of contact name, phone, e-mail address
5. Brief overview of the Consultant firm
6. Number of Consultants dedicated to project

**PROJECT UNDERSTANDING AND PAST EXPERIENCE** – Demonstrate experience in other projects similar in scope and complexity to the project described in **Part V Scope of Work** of this RFP.

1. Firm history and specialties – including projects similar to the Scope of Work
2. References – include five (5) references for projects similar to the Scope of Work
  - a. Project name
  - b. Project contact name
  - c. Telephone number
  - d. E-mail address
  - e. Brief description of the project
  - f. Project year
  - g. Contract amount

**STAFF QUALIFICATIONS**– Identify the roles and responsibilities of the proposed personnel with each individual's experience and qualifications. Include resumes for each team member involved in the project.

1. Consultant firm organizational chart
2. Number of years experience completing similar projects
3. Availability of staff & ability to meet the time requirements of the project

**APPROACH AND METHODOLOGY** – Explain how project design will be approached and what methodology will be followed to complete the project.

1. Include a detailed plan as to how the Consultant(s) will develop a project plan and execute it
2. Include communication methods with County staff during the project planning process
3. Describe monthly progress reporting process

**COST PROPOSAL** – Respondent must provide a detailed cost proposal that shows a breakdown of all required estimated costs including equipment and staff labor time to complete the tasks described in Part V – Objectives and Scope of Work in this Request for Proposals.

**REQUIRED FORMS** – The person authorized and responsible for binding this proposal must complete, sign and include the following forms in order to be considered a Respondent to this RFP. Respondents whom do not complete, sign and include these forms in their proposal will be deemed unresponsive

and will be disqualified during the Evaluation Process.

1. Certificate(s) of Insurance or Sworn Statement from Insurance Agent
2. Hold Harmless, Release and Indemnity Agreement (Only applicable when State of Florida Worker's Compensation Exemption is being used)
3. Exhibit A - Florida Public Entity Crimes Statement as required by F.S. §287.133(3)(a)
4. Exhibit B - Byrd Anti-Lobbying Amendment Certification Form
5. Exhibit C - Copeland Anti-Kickback Act (40 U.S.C. 3145) Certification Form
6. Exhibit D - Drug Free Workplace Statement as outlined by F.S. §287.087
7. Exhibit E – Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

**XI – RFQ Timeline**

<b>SCHEDULE</b>	<b>DATE/TIME</b>
Advertisement Request for Proposal	
Deadline for Questions	
Proposal Submission Due Date and Time	
Evaluation Committee Meeting (Public Meeting)	
Responding Firms Oral Interview (if necessary)	
Board Approval of Selection and Award (subject to change)	

**XII - Length of Service**

The selected Respondent's professional consulting services begin upon written Notice to Proceed (NTP) by the County. It is anticipated that the NTP will be issued by Month, Day, Year. It is projected that all work will be completed within a \_\_\_\_\_ month/years time period.

**Part XIII - Title XI Nondiscrimination Policy Statement**

Jefferson County values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the County believes that the best public policy and governmental services result from careful consideration of the needs of all of its communities and when those communities are involved in the public policy and governmental services decision making process. Thus, the County does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and related laws and regulations, the County will not exclude from participation in, deny benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

**[END OF RFP INSTRUCTIONS]**

**EXHIBIT A - 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

\_\_\_\_\_

By \_\_\_\_\_  
[print individual's name and title]

For \_\_\_\_\_  
[print name of entity submitting sworn statement]

whose business address is \_\_\_\_\_

(if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

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

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes (2017), means a violation of 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 Proposal or Contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "*convicted*" or "*conviction*" as defined in Paragraph 287.133 (1)(b), Florida Statutes (2017), 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, non-jury 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 (2017), means:
  - a) A predecessor or successor of a person convicted of a public entity crime; or
  - b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "*affiliate*" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are 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 thirty-six (36) months shall be considered an affiliate.
5. I understand that a "*person*" as defined in Paragraph 287.133(1)(e), Florida Statutes (2017), 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 Proposals or applies to Proposal on Contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "*person*" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement: [indicate which statement applies]

\_\_\_ 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 THIS 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.**

\_\_\_\_\_  
[signature] [date]

**STATE OF FLORIDA**  
**COUNTY OF \_\_\_\_\_**

**PERSONALLY APPEARED BEFORE ME**, the undersigned authority \_\_\_\_\_  
[Name of individual signing]

who, after first being sworn by me, affixed his signature in the space provided above on this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**NOTARY PUBLIC** \_\_\_\_\_

**My commission expires:** \_\_\_\_\_

**EXHIBIT B - Byrd Anti-Lobbying Amendment  
Contractor Certification Form**

\_\_\_\_\_, as a proposed contractor for \_\_\_\_\_, certify  
(Name of Contractor) (RFQ/RFP/Bid NO.)

that any Contractor employee or Subcontractor performing work on this project must comply with regulations described in the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), which requires that each Contractor or Subcontractor employee certifies that he or she has not used any Federal appropriated funds

to pay any person or organization for influencing or attempting to an officer or employee of any agency or Congress in connection with obtaining any Federal contract, grant or any other award.

By my signature, as the Authorized Official for the Respondent, I affirm that all Contractor and Subcontractor employees understand and agree with the Byrd Anti-Lobbying Amendment requirements described above.

CONTRACTOR:

\_\_\_\_\_

By: \_\_\_\_\_  
Signature Authorized Official Name

\_\_\_\_\_  
Authorized Official Title

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

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

\_\_\_\_\_  
Date

**EXHIBIT C - Copeland Anti-Kickback Act (40 U.S.C. 3145)  
Contractor Certification Form**

\_\_\_\_\_, as a proposed contractor for \_\_\_\_\_, certify  
(Name of Contractor) (RFQ/RFP/Bid NO.)

that any Contractor employee or Subcontractor performing work on this project must comply with regulations described in the Copeland "Anti-Kickback Act" (40 U.S.C. 3145), which provides that each Contractor or Subcontractor must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

By my signature, as the Authorized Official for the Respondent, I affirm that all Contractor and Subcontractor employees understand and agree with the Copeland "Anti-Kickback Act" requirements described above.

CONTRACTOR:

\_\_\_\_\_

By: \_\_\_\_\_  
Signature Authorized Official Name

\_\_\_\_\_  
Authorized Official Title

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

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

\_\_\_\_\_  
Date



**EXHIBIT D - DRUG FREE WORKPLACE FORM**

The undersigned in accordance with Florida Statute 287.087, hereby certifies that

\_\_\_\_\_ does:  
(Name of Business/Company/Consultant Firm)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities, professional or contractual services that are obligated under this solicitation/contractual arrangement 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 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this Individual/Business/Consultant complies fully with the above requirements.

_____ Company Name	_____ Authorized Official Name
_____ Street Address	_____ Signature
_____ City, State, Zip Code	_____ Authorized Official Title
_____ Phone	_____ Date

**EXHIBIT E - Federal Certification Regarding  
Debarment, Suspension, Ineligibility  
And Voluntary Exclusion**

**Contractor Covered Transactions**

(1) The prospective contractor of the Recipient, \_\_\_\_\_, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the Recipient's contractor is unable to certify to the above statement, the prospective contractor shall attach an explanation to this form.

CONTRACTOR:

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Date

**EXHIBIT F – LOCATION MAPS**