



# BOARD OF COUNTY COMMISSIONERS

## JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827

1484 SOUTH JEFFERSON STREET; MONTICELLO, FLORIDA 32344

PHONE: (850)-342-0287

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**Stephen Fulford**  
District 1 Chairman

**Gene Hall**  
District 2

**J T Surles**  
District 3

**Betsy Barfield**  
District 4 ViceChair

**Stephen Walker**  
District 5

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**Regular Session Agenda - AMENDED**  
**March 1, 2018 at the Courthouse Annex 435**  
**W. Walnut Street, Monticello, FL 32344**

1. 6 PM – Call to Order, Invocation, Pledge of Allegiance
2. Public Announcements, Presentations & Awards
3. Consent Agenda
  - a) Approval of Agenda
  - b) Minutes of February 15, 2018 Regular Session
  - c) General/Transportation Fund Vouchers
  - d) Small County Grant Approval - Southern Music Rising
4. **General Business**
  - a) 2018 FDOT Road Improvement Submittal Items: - Dewberry/R.Davis  
\*\*\*SCRAP - SCOP - CIGP Project Candidates
  - b) **RESTORE ACT Consultant Services RFQ** - Comm.Barfield / P.Barwick
  - c) 2018 Road Bond Projects - P. Barwick
5. Citizens Request & Input on Non-Agenda Items (3 Minute Limit)
6. **County Coordinator**  
Equipment Replacement, Solid Waste - B. Letchworth-Wingate
7. Commissioner Discussion Items
8. **Adjourn**

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

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**Tim Sanders**  
Clerk of Courts

**Parrish Barwick**  
County Coordinator

**T. Buckingham Bird**  
County Attorney

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JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS  
Regular Session  
February 15, 2018

The Board met this date in regular session. Present were Chairman Stephen Fulford, Commissioners Betsy Barfield, Eugene Hall, JT Surles and Stephen Walker. Also present were County Attorneys Buck Bird and Scott Shirley, County Coordinator Parrish Barwick and Clerk of Court Tim Sanders.

1. Commissioner Barfield led the invocation and pledge of allegiance.
2. Library Director Natalie Binder presented the Library literacy project annual update to the Board.
3. Citizen John Nelson provided an update on upcoming events for Veterans.
4. County Engineer Rob Davis stated that Kiwanis had offered to help maintain the US Hwy 19 landscaping at the I-10 interchange.
5. **On motion by Commissioner Hall, seconded by Commissioner Walker and unanimously carried, the consent agenda—including the approval of agenda, the General/Transportation Fund Vouchers, minutes of the January 25<sup>th</sup>, 2018 Joint Workshop, minutes of the February 1<sup>st</sup>, 2018 Regular Session, Literacy Partnership Agreement with University of North Florida and the A Building Change Order—was approved.**
6. Jay Moseley with Fred Fox requested a 60-day extension on one of the CDBG projects, due to the contractor being delayed because of inclement weather. **On motion by Commissioner Surles, seconded by Commissioner Walker and unanimously carried, the Board approved the extension of the project.**
7. Citizen Phil Calandra addressed the Board regarding the proposed Road Bond paving list. He stated the County should try to adhere to the list previously compiled that scored the roads based on criteria rather than making road paving a political issue. Citizen Rosa Seabrooks requested that Seabrooks Road and Brock Road be paved. Citizen Ruby Seabrooks also requested that Seabrooks Road and Brock Road be paved.
8. County Coordinator Parrish Barwick presented a proclamation declaring April as Water Conservation Month. **On motion by Commissioner Walker, seconded by Commissioner Hall and unanimously carried, the Board approved the proclamation.**
9. County Coordinator Parrish Barwick introduced the Road construction projects discussion. He requested direction from the Board concerning next steps on the road paving bond. The Board asked County Coordinator Barwick to provide them with the 5-year road plan developed last year, less any projects currently being worked on or completed. The Commissioners agreed to review the list by the next meeting, with roads in their respective districts prioritized/ranked. County Coordinator Barwick stated the project would last approximately 3 years, with roughly 15 miles of paving each year. He requested that when the Board bid out

- of the paving work, that they choose one paving vendor for the totality of the project.
10. Clerk of Court Tim Sanders presented a booklet entitled “Statement of Actual and Estimated Revenues & Statement of Expenditures, Encumbrances and Appropriations, as of January 31, 2018” and indicated this would be a monthly informational tool that the Clerk Finance Division would be providing.
  11. County Engineer Rob Davis informed the Board of the upcoming request deadlines for SCRAP, SCOP and CIGP. The Board requested the list of projects be provided to them for review before the next meeting.
  12. Commissioner Barfield discussed the upcoming Dirty Pecan cycling event.
  13. The warrant register was reviewed and bills ordered paid.
  14. **On motion by Commissioner Walker, seconded by Commissioner Surles and unanimously carried, the meeting was adjourned.**

\_\_\_\_\_  
Chairman

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

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	03/01/2018	-	304054	02/13/2018	VR	01030118-035	Mtr#70308	15.75	.00
Advanced Business System	03/01/2018	-	304055	02/13/2018	VR	01030118-038	Mtr#70304	37.04	.00
Advanced Business System	03/01/2018	-	304056	02/13/2018	VR	22030118-050	Mtr#70301	31.00	.00
Advanced Business System	03/01/2018	-	304144	02/14/2018	VR	01030118-027	Mtr#70302,70315,70316	197.94	.00
Advanced Business System	03/01/2018	-	304145	02/14/2018	VR	01030118-028	Mtr#70317,70318,70319	66.34	.00
							CHECK TO VENDOR==>VENDOR ADVBUSIN Advanced Business Systems TOTALS	348.07	.00
Animal Medical Clinic*	03/01/2018	-	277304	02/13/2018	VR	01030118-023	#4512 Vet Services	180.00	.00
							CHECK TO VENDOR==>VENDOR ANIMALCL Animal Medical Clinic* TOTALS	180.00	.00
Antelope Computer Servic	03/01/2018	-	646	02/05/2018	VR	01030118-007	Bldg&Plan-Comp,InstallSys	405.75	.00
Antelope Computer Servic	03/01/2018	-	646	02/05/2018	VR	01030118-008	Bldg&Plan-Comp,InstallSys	405.74	.00
							CHECK TO VENDOR==>VENDOR ANTELOPE Antelope Computer Service TOTALS	811.49	.00
Big Bend-Eubanks Termite	03/01/2018	-	210184	02/19/2018	VR	01030118-006	Act#11408 Pest Ctrl	200.00	.00
							CHECK TO VENDOR==>VENDOR BIGBTERM Big Bend-Eubanks Termite TOTALS	200.00	.00
T. Buckingham Bird	03/01/2018	-	03011801	03/01/2018	VR	01030118-002	Monthly Budget 03/18	2260.41	.00
							CHECK TO VENDOR==>VENDOR BIRDTBUC T. Buckingham Bird TOTALS	2260.41	.00
Marty Bishop	03/01/2018	-	03011801	03/01/2018	VR	01030118-003	Monthly Budget 03/18	24016.66	.00
							CHECK TO VENDOR==>VENDOR BISHOPM Marty Bishop TOTALS	24016.66	.00
Capital Security	03/01/2018	-	73485	02/13/2018	VR	22030118-053	TysonRoad-Remount/Repair	450.00	.00
							CHECK TO VENDOR==>VENDOR CAPITALS Capital Security TOTALS	450.00	.00
Christine Golden Webcode	03/01/2018	-	2018-010	02/12/2018	VR	01030118-026	EDC Website to Wordpress	240.00	.00
							CHECK TO VENDOR==>VENDOR CHRISTIN Christine Golden Webcode TOTALS	240.00	.00
CurtisMorganGarageInc	03/01/2018	-	11585	01/29/2018	VR	01030118-009	Repl ABS Hyd Control Unit	1485.31	.00
							CHECK TO VENDOR==>VENDOR CURTISMO CurtisMorganGarageInc TOTALS	1485.31	.00
State of Florida	03/01/2018	-	21-1958	02/15/2018	VR	01030118-029	#AN2M002	.19	.00
							CHECK TO VENDOR==>VENDOR DEPTMGMT State of Florida TOTALS	.19	.00
Dewberry Engineers, Inc.	03/01/2018	-	1514009	02/08/2018	VR	01030118-016	West Lake Rd	3173.28	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT	
Dewberry Engineers, Inc.	03/01/2018	-	1514010	02/08/2018	VR 01030118-017	Walker Springs Cross Drai	500.00	.00	
Dewberry Engineers, Inc.	03/01/2018	-	1514011	02/08/2018	VR 01030118-018	Pinhook Road			
							6625.00	.00	
Dewberry Engineers, Inc.	03/01/2018	-	1514020	02/12/2018	VR 01030118-019	Turney Anderson Road			
							12000.00	.00	
Dewberry Engineers, Inc.	03/01/2018	-	1514379	02/02/2018	VR 01030118-021	Wacissa Springs Ph2			
							2425.95	.00	
Dewberry Engineers, Inc.	03/01/2018	-	1514380	02/02/2018	VR 01030118-022	Wacissa Springs Ph2			
							1775.00	.00	
CHECK TO VENDOR==>VENDOR DEWBERRY Dewberry Engineers, Inc.							TOTALS	26499.23	.00
Duke Energy	03/01/2018	-	12170218	02/08/2018	VR 01030118-013	Act#4924911217	901.07	.00	
Duke Energy	03/01/2018	-	60800218	02/15/2018	VR 01030118-030	Act#3663516080	23.32	.00	
Duke Energy	03/01/2018	-	75780218	02/09/2018	VR 01030118-012	Act#1644507578	555.73	.00	
Duke Energy	03/01/2018	-	91980218	02/09/2018	VR 01030118-034	Act#7205709198	69.75	.00	
Duke Energy	03/01/2018	-	93470218	02/07/2018	VR 22030118-043	Act#2704479347	203.41	.00	
Duke Energy	03/01/2018	-	95940218	02/13/2018	VR 01030118-020	Act#5010229594	912.68	.00	
CHECK TO VENDOR==>VENDOR DUKE Duke Energy							TOTALS	2665.96	.00
Cricket Edwards	03/01/2018	-	02151801	02/15/2018	VR 14030118-039	Grant Writing Class	90.00	.00	
CHECK TO VENDOR==>VENDOR EDWARDSC Cricket Edwards							TOTALS	90.00	.00
First Call Truck Parts	03/01/2018	-	18141	02/15/2018	VR 22030118-054	#4515 WIX CorrugatedStyle	130.68	.00	
CHECK TO VENDOR==>VENDOR FIRSTCAL First Call Truck Parts							TOTALS	130.68	.00
Gulf Coast Lumber/Supply	03/01/2018	-	31067	02/13/2018	VR 22030118-044	#300166 Digital Multimete	49.99	.00	
Gulf Coast Lumber/Supply	03/01/2018	-	31192	02/15/2018	VR 22030118-055	#300166 Vinyl Letter	16.68	.00	
Gulf Coast Lumber/Supply	03/01/2018	-	31226	02/16/2018	VR 22030118-060	#300166 Gorilla Tape	8.99	.00	
CHECK TO VENDOR==>VENDOR GULFCOLU Gulf Coast Lumber/Supply*							TOTALS	75.66	.00
Jeff.Co. Clerk of Courts	03/01/2018	-	03011801	03/01/2018	VR 01030118-001	Monthly Budget 03/18	30000.00	.00	
CHECK TO VENDOR==>VENDOR JEFCLERK Jeff.Co. Clerk of Courts							TOTALS	30000.00	.00
Jefferson Community Wate	03/01/2018	-	18000118	01/31/2018	VR 01030118-010	Act#0201800	191.55	.00	
Jefferson Community Wate	03/01/2018	-	56000218	02/16/2018	VR 22030118-061	Act#0415600	40.21	.00	
CHECK TO VENDOR==>VENDOR JEFFCOMM Jefferson Community Water							TOTALS	231.76	.00
Jeff Cnty Sheriff's Offi	03/01/2018	-	02151801	02/15/2018	VR 14030118-040	GrantWritingClassRegistra	455.00	.00	
Jeff Cnty Sheriff's Offi	03/01/2018	-	02151802	02/15/2018	VR 14030118-041	GrantWritingClassHotelRes	322.58	.00	
CHECK TO VENDOR==>VENDOR JEFFCOSH Jeff Cnty Sheriff's Offic							TOTALS	777.58	.00
Jimmy's Auto, LLC	03/01/2018	-	02071801	02/07/2018	VR 22030118-045	SolidWaste-Head Light	80.00	.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 JIMMYAUT Jimmy's Auto, LLC	TOTALS	80.00 .00
Jackson Manufacturers Co	03/01/2018	-	M14327	02/15/2018	VR 01030118-014	JCRJBPL2587 Cart,Freight	1099.00	.00
						CHECK TO VENDOR==>VENDOR KINGSLEY Jackson Manufacturers Co	TOTALS	1099.00 .00
Miller TEPAC	03/01/2018	-	350244	02/14/2018	VR 22030118-046	Repair Metal Roof	765.00	.00
Miller TEPAC	03/01/2018	-	350245	02/15/2018	VR 22030118-064	Saw Cut Concrete-LoadingDk	225.00	.00
						CHECK TO VENDOR==>VENDOR MILLER&M Miller TEPAC	TOTALS	990.00 .00
Monticello Carquest Inc.	03/01/2018	-	38156866	02/15/2018	VR 22030118-051	Cust#263 Screw Kit	2.57	.00
Monticello Carquest Inc.	03/01/2018	-	38156887	02/15/2018	VR 22030118-052	Cust#263 Saw File, Chain	13.02	.00
Monticello Carquest Inc.	03/01/2018	-	38157076	02/21/2018	VR 22030118-059	Cust#263 Thread Lock-Blue	7.25	.00
						CHECK TO VENDOR==>VENDOR MONTCARQ Monticello Carquest Inc.	TOTALS	22.84 .00
MyOfficeProducts	03/01/2018	-	5132220	02/14/2018	VR 01030118-033	Act#40534 Staples,Tape	30.46	.00
						CHECK TO VENDOR==>VENDOR MYOFFICE MyOfficeProducts	TOTALS	30.46 .00
PERFORMANCE PETERBILT	03/01/2018	-	704525	01/10/2018	VR 22030118-047	#70008700 Oil Change	455.31	.00
						CHECK TO VENDOR==>VENDOR PERFOPET PERFORMANCE PETERBILT	TOTALS	455.31 .00
The Plant Man Landscape	03/01/2018	-	30235	02/09/2018	VR 01030118-015	Library	1289.27	.00
						CHECK TO VENDOR==>VENDOR PLANTMAN The Plant Man Landscape	TOTALS	1289.27 .00
Positive Promotions Inc	03/01/2018	-	21677695	02/15/2018	VR 26030118-065	Cust#00495634-03 Totes	454.15	.00
						CHECK TO VENDOR==>VENDOR POSITIVE Positive Promotions Inc	TOTALS	454.15 .00
Register's Mini Storage	03/01/2018	-	03011801	03/01/2018	VR 01030118-004	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	03/01/2018	-	1289	02/14/2018	VR 22030118-048	SolidWaste-TruckTarpSyste	415.00	.00
						CHECK TO VENDOR==>VENDOR RIGHTWEL Right Way Welding & Fabri	TOTALS	415.00 .00
Ring Power Corporation*	03/01/2018	-	L3745693	02/13/2018	VR 22030118-063	#024323 FilterAssy,Elemen	165.90	.00
						CHECK TO VENDOR==>VENDOR RINGPOWC Ring Power Corporation*	TOTALS	165.90 .00
Royal Mini Storage, Inc.	03/01/2018	-	03011801	03/01/2018	VR 01030118-005	Unit #47	110.00	.00
						CHECK TO VENDOR==>VENDOR ROYALMIN Royal Mini Storage, Inc.	TOTALS	110.00 .00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
James Skipworth	03/01/2018	-	02191801	02/19/2018	VR 01030118-011	Janitorial Svcs 02/18	420.00	.00
						CHECK TO VENDOR==>VENDOR SKIPWORJ James Skipworth		
						TOTALS	420.00	.00
The Stitch Witch	03/01/2018	-	7340	02/10/2018	VR 22030118-049	Signs	72.00	.00
						CHECK TO VENDOR==>VENDOR STITCHWI The Stitch Witch		
						TOTALS	72.00	.00
T & S Electric Inc.	03/01/2018	-	276016	02/21/2018	VR 01030118-024	Courthouse-Light Ballast	167.39	.00
						CHECK TO VENDOR==>VENDOR T&SELECT T & S Electric Inc.		
						TOTALS	167.39	.00
Tri-County Electric Coop	03/01/2018	-	10010218	02/14/2018	VR 1930118 -042	Act#87301001001	28.72	.00
Tri-County Electric Coop	03/01/2018	-	90050118	02/14/2018	VR 22030118-056	Act#72001059005	81.36	.00
Tri-County Electric Coop	03/01/2018	-	90050218	02/14/2018	VR 22030118-057	Act#72001059005	80.87	.00
Tri-County Electric Coop	03/01/2018	-	90080218	02/20/2018	VR 22030118-062	Act#72001059008	53.60	.00
						CHECK TO VENDOR==>VENDOR TRI-CO. Tri-County Electric Coop.		
						TOTALS	244.55	.00
ULTRA SHRED TECHNOLOGIES	03/01/2018	-	106331	02/21/2018	VR 01030118-025	Document Destruction	72.00	.00
						CHECK TO VENDOR==>VENDOR ULTRASH ULTRA SHRED TECHNOLOGIES		
						TOTALS	72.00	.00
UniFirst Corporation	03/01/2018	-	0155411	02/15/2018	VR 22030118-058	Cust#1237569	152.96	.00
UniFirst Corporation	03/01/2018	-	0155421	02/15/2018	VR 01030118-031	Cust#1311916	88.20	.00
UniFirst Corporation	03/01/2018	-	0155431	02/15/2018	VR 01030118-032	Cust#1381144	26.62	.00
UniFirst Corporation	03/01/2018	-	0155906	02/22/2018	VR 01030118-036	Cust#1311916	88.20	.00
UniFirst Corporation	03/01/2018	-	0155916	02/22/2018	VR 01030118-037	Cust#1381144	26.62	.00
						CHECK TO VENDOR==>VENDOR UNIFIRST UniFirst Corporation		
						TOTALS	382.60	.00
						CASH ACCOUNT # 011010000		
						TOTALS	97158.47	.00
						BANK ACCOUNT # 0101001611		
						TOTALS	97158.47	.00
						FINAL REPORT TOTALS	97158.47	.00

REPORT DATE 02/22/2018  
SYSTEM DATE 02/22/2018  
FILES ID B

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS  
LIST OF VOUCHERS TO BE PAID - CASH CODE ORDER

PAGE 5  
TIME 10:39:33  
USER KNEWBERRY

SUMMARY PAGE INFORMATION

ERRORS DETECTED: 0

SELECT CRITERIA: DUE DATE 03/01/2018 TO 03/01/2018  
VENDOR  
VOUCHER TO 99999999  
CASH CODE 01001

INCLUDE DORMANT CREDIT MEMOS?...: Y

END OF REPORT



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			
Big Bend Tire	03/01/2018	-	13913	01/10/2018	VR	11030118-004	RoadDept-New Tire	713.50	.00	
Big Bend Tire	03/01/2018	-	14127	01/31/2018	VR	11030118-005	RoadDept-New Tires (2)	1119.72	.00	
							CHECK TO VENDOR==>VENDOR BIGBENTI Big Bend Tire	TOTALS	1833.22	.00
Borden Access Control*	03/01/2018	-	01291801	01/29/2018	VR	11030118-002	Service Charge	335.00	.00	
							CHECK TO VENDOR==>VENDOR BORDENAC Borden Access Control*	TOTALS	335.00	.00
Bruce Fire & Safety, Inc	03/01/2018	-	90137	01/12/2018	VR	11030118-006	RoadDept-Inspection	884.60	.00	
							CHECK TO VENDOR==>VENDOR BRUCEFIR Bruce Fire & Safety, Inc*	TOTALS	884.60	.00
Capital Asphalt	03/01/2018	-	4478	02/21/2018	VR	11030118-029	Misc Roads	220758.45	.00	
							CHECK TO VENDOR==>VENDOR CAPITALA Capital Asphalt	TOTALS	220758.45	.00
Conrad Yelvington Distri	03/01/2018	-	766253	01/25/2018	VR	11030118-019	Yard,ChristmasAcres,Rainb	1247.03	.00	
Conrad Yelvington Distri	03/01/2018	-	769086	01/29/2018	VR	11030118-027	Yard,Rudolph,RainbowEnd	1669.99	.00	
Conrad Yelvington Distri	03/01/2018	-	769296	01/30/2018	VR	11030118-028	Yard,Rudolph,Novel,Taylor	1350.64	.00	
Conrad Yelvington Distri	03/01/2018	-	769820	01/31/2018	VR	11030118-020	Yard,Taylor,Rudolph	1214.07	.00	
Conrad Yelvington Distri	03/01/2018	-	770524	02/02/2018	VR	11030118-021	Yard	409.23	.00	
Conrad Yelvington Distri	03/01/2018	-	771364	02/05/2018	VR	11030118-023	Yard	1467.80	.00	
Conrad Yelvington Distri	03/01/2018	-	772250	02/06/2018	VR	11030118-022	Yard	1463.57	.00	
Conrad Yelvington Distri	03/01/2018	-	772530	02/07/2018	VR	11030118-024	Yard	1249.27	.00	
Conrad Yelvington Distri	03/01/2018	-	773004	02/08/2018	VR	11030118-025	Yard	1652.86	.00	
Conrad Yelvington Distri	03/01/2018	-	774118	02/12/2018	VR	11030118-026	Yard	1901.46	.00	
							CHECK TO VENDOR==>VENDOR CONRADYE Conrad Yelvington Distrib	TOTALS	13625.92	.00
Grubbs Petroleum, Inc*	03/01/2018	-	179784	02/16/2018	VR	11030118-018	Road Dept Fuel	18765.57	.00	
							CHECK TO VENDOR==>VENDOR GRUBBSPE Grubbs Petroleum, Inc*	TOTALS	18765.57	.00
Jones Welding & Industri	03/01/2018	-	00511254	01/31/2018	VR	11030118-017	#58688 Cylinder Rental	68.82	.00	
							CHECK TO VENDOR==>VENDOR JONESWEL Jones Welding & Industria	TOTALS	68.82	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
Monticello Carquest Inc.	03/01/2018	-	38156543	02/07/2018	VR 11030118-009	Cust#132 Chain	203.70	.00
						CHECK TO VENDOR==>VENDOR MONTCARQ Monticello Carquest Inc.	203.70	.00
						TOTALS	203.70	.00
Morris Petroleum, Inc*	03/01/2018	-	75828	02/07/2018	VR 11030118-008	RoadDept-Hose,BreakAWay	235.69	.00
						CHECK TO VENDOR==>VENDOR MORRISPE Morris Petroleum, Inc*	235.69	.00
						TOTALS	235.69	.00
Grubbs Auto Parts, LLC	03/01/2018	-	223686	01/31/2018	VR 11030118-015	#1699 Oxygen	12.71	.00
						CHECK TO VENDOR==>VENDOR NAPAAUTO Grubbs Auto Parts, LLC	12.71	.00
						TOTALS	12.71	.00
O'Reilly Automotive, Inc	03/01/2018	-	5-319599	02/12/2018	VR 11030118-012	#336410 Wiper Blades	19.52	.00
O'Reilly Automotive, Inc	03/01/2018	-	5-319636	02/13/2018	VR 11030118-011	#336410 Filters	24.99	.00
						CHECK TO VENDOR==>VENDOR OREILLY O'Reilly Automotive, Inc.	44.51	.00
						TOTALS	44.51	.00
Ring Power Corporation*	03/01/2018	-	C3720671	02/02/2018	VR 11030118-010	#024320 Switch, Cover	106.24	.00
Ring Power Corporation*	03/01/2018	-	C3733858	02/08/2018	VR 11030118-014	#024320 Kit, Filter	72.39	.00
Ring Power Corporation*	03/01/2018	-	C3733859	02/08/2018	VR 11030118-013	#024320 CREDIT	-26.99	.00
						CHECK TO VENDOR==>VENDOR RINGPOWC Ring Power Corporation*	151.64	.00
						TOTALS	151.64	.00
Safety-Kleen Systems, In	03/01/2018	-	06297653	02/01/2018	VR 11030118-016	#JE10809 #CN06297653	49.68	.00
						CHECK TO VENDOR==>VENDOR SAFETYKL Safety-Kleen Systems, Inc	49.68	.00
						TOTALS	49.68	.00
SUTTON'S MACHINE REPAIR	03/01/2018	-	4960	01/23/2018	VR 11030118-007	Cut F.B. & Drill Hole	68.00	.00
						CHECK TO VENDOR==>VENDOR SUTTONSM SUTTON'S MACHINE REPAIR	68.00	.00
						TOTALS	68.00	.00
Tri-County Electric Coop	03/01/2018	-	90060118	01/29/2018	VR 11030118-003	Act#72001059006	30.71	.00
						CHECK TO VENDOR==>VENDOR TRI-CO. Tri-County Electric Coop.	30.71	.00
						TOTALS	30.71	.00
Vector Security	03/01/2018	-	60927456	02/05/2018	VR 11030118-001	Act#6478853	31.45	.00
						CHECK TO VENDOR==>VENDOR VECTOR Vector Security	31.45	.00
						TOTALS	31.45	.00
						CASH ACCOUNT # 111010000	257099.67	.00
						TOTALS	257099.67	.00
						BANK ACCOUNT # 0101006511	257099.67	.00
						TOTALS	257099.67	.00
						FINAL REPORT TOTALS	257099.67	.00

REPORT DATE 02/22/2018  
SYSTEM DATE 02/22/2018  
FILES ID B

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS  
LIST OF VOUCHERS TO BE PAID - CASH CODE ORDER

PAGE 3  
TIME 10:40:36  
USER KNEWBERRY

SUMMARY PAGE INFORMATION

ERRORS DETECTED: 0

SELECT CRITERIA: DUE DATE 03/01/2018 TO 03/01/2018  
VENDOR  
VOUCHER TO 99999999  
CASH CODE 08008

INCLUDE DORMANT CREDIT MEMOS?...: Y

END OF REPORT

REPORT DATE 02/20/2018  
SYSTEM DATE 02/20/2018  
FILES ID B

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS  
CHECK REGISTER  
COMPLETE REGISTER OF ALL SORTED CHECKS

PAGE 1  
TIME 08:55:04  
USER KNEWBERRY

BATCH NUMBER CHKX

CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
01001	120018554300	CDBG HOUSING REHAB/ADMINIVR	12022018-004	02/19/2018	-	CDBG Pay App#1 Johnson	19565.00
01001	120018554300	CDBG HOUSING REHAB/ADMINIVR	12022018-005	02/19/2018	-	CDBG Pay App#2 Barker	16175.00
CHECK TOTAL FOR CHECK NUMBER 312297 DATED 02/20/2018 WRITTEN TO CERTROOF CERTIFIED ROOFING &CONST for the amount of							35740.00
01001	120018554300	CDBG HOUSING REHAB/ADMINIVR	12022018-001	02/06/2018	-	40' Storage Box	134.38
01001	120018554300	CDBG HOUSING REHAB/ADMINIVR	12022018-002	02/06/2018	-	40' Storage Box	134.38
01001	120018554300	CDBG HOUSING REHAB/ADMINIVR	12022018-003	02/06/2018	-	40' Storage Box	134.38
CHECK TOTAL FOR CHECK NUMBER 312298 DATED 02/20/2018 WRITTEN TO ROYSTER Royster's Storage Van for the amount of							403.14
01 Bank Code TOTALS for 00002 Checks to 00002 Vendors for the amount of							36143.14
REPORT TOTALS for 00002 Checks to 00002 Vendors for the amount of							36143.14

## SMALL GRANT PROGRAM

### APPLICATION

Thank you for your interest in Jefferson County's Small Grant Program. Our goal is to provide support for activities and initiatives that encourage economic development and enhance the quality of life in our community.

Please complete this application (typewritten applications are preferred) and return it to the County Coordinator's office at least 60 days prior to the date on which the funds are needed.

The process for evaluation of applications is as follows:

1. Within 30 days of receipt of a completed application, the Small Grant Program Review Committee will meet to evaluate the application. This meeting will be advertised and open to the public. You will be personally notified of the meeting and invited to have an open discussion with the Committee regarding your project. This will be the only forum in which your application will be discussed.
2. The Committee's evaluation and recommendation will be forwarded to the Board of County Commissioners and placed on the Consent Agenda for the next available meeting (but no later than 30 days following the Review Committee's meeting). You will receive notice of the meeting. However, there will be no further input or discussion and the Board will either accept or reject the Committee's recommendation.
3. The County Coordinator will notify applicants of the County Commission's decision regarding the grant request.
4. If your funding request is granted, you are required to submit a report outlining the development, implementation and overall assessment of the project or event. Please provide as many details as possible to assist the Review Committee and County Commission in evaluating the impact of the project or event. This report should be submitted to the County Coordinator's office no later than 30 days following the completion of the project or event.

Project name: Florida Blues All Stars Revue

Organization name: Foundation for the Preservation of American Music – SOUTHERN MUSIC RISING

Type of organization (charitable, 501(c)(3), etc.) 501C-3  
Name, address, telephone number and


e-mail address of primary contact: southernmusicrising@yahoo.com  
brendasorensen@embarqmail.com  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe how the project meets the criteria established for this program. You may create your own narrative or respond by answering the questions below. Please limit your narrative or responses to one page and attach it to this application.

SEE ATTACHED NARRATIVE

Amount of funds requested: \$ 1,500.00

Anticipated project completion date: March 10, 2018

  
Signature of Applicant  
Treasurer  
Title  
1-25-18  
Date



## GRANT NARRATIVE

**How does the project respond to a demonstrated or emerging community need?** Florida Blues All Stars Revue brings a popular group of respected Florida musicians who present original music and salute culturally significant contributors to the history of this genre.

**What product or service will be rendered as a result of receiving funding?** This event should bring 200+ visitors to Monticello, supporting both the Opera House operation and that of Southern Music Rising.

**Is the project tied to economic development?** Visitors bring economic development to area retail businesses, some visitors will stop at a local restaurant for dinner before the show. Other visitors will need gasoline. Some will notice our attractive town and return for later visits.

**How will the project be implemented?** This event includes a gathering downstairs before the show and a meet and greet afterward all contained within the Opera House.

**Are volunteer services and fundraising efforts being used as leverage to implement the project?**

Yes. There will also be vendors and advertising support.

**Is the project currently receiving public funding from other sources?**

No—We will receive a free one-hour interview for musicians on WFSU.

**Are matching funds available?** We expect ticket sales to pay for other advertising and expenses, with some left for the foundation's operating expenses.

**How will the project be sustained when the requested funds are exhausted?** If successful, this event will make it possible for Southern Music Rising to plan similar events for the people of Jefferson County, earning enough to resume our annual Music Festival which is always an economic boost for local businesses.

**JEFFERSON COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
**SMALL GRANT PROGRAM**

**Purpose.** The purpose of this program is to provide economic support for activities and initiatives that encourage economic development and enhance the quality of life in our community.

**Eligibility.** Applicants must be volunteer-based, non-profit organizations, located in and serving Jefferson County. To be eligible, the applicant must demonstrate the activity for which funding is sought will:

1. Increase economic activity in the county; and/or
2. Improve and promote the county's image and, thereby, enhance the prospect for increased economic activity in the future.

The maximum award available through the Small Grant Program is \$1500. This amount may be adjusted by the County, based on budgetary considerations.

Only one application per organization, per fiscal year, will be considered. The County will not consider applications from cemetery associations, veterans' or labor organizations, religious groups or fraternal organizations. Social and/or civic organizations may be eligible, depending on the nature of the request.

**How to Apply.** Application forms are available in the County Coordinator's Office or online at [www.jeffersoncountyfl.gov](http://www.jeffersoncountyfl.gov). Completed applications should be forwarded to:

**County Coordinator's Office 1484 S. Jefferson Street**

**Monticello, Florida 32344** Additional instructions and

timelines are contained in the application. All questions regarding the process should be directed to Julie Conley at 850-997-7999 or [jcedc@embarqmail.com](mailto:jcedc@embarqmail.com) Also, Parrish Barwick at 850-342-0287 or [pbarwick@jeffersoncountyfl.gov](mailto:pbarwick@jeffersoncountyfl.gov).

**Evaluation.** Proposals will be evaluated by the Small Grant Review Committee which shall consist of the Executive Directors of the Economic Development Council, Tourist Development Council and Chamber of Commerce, and the County Coordinator. The Committee's nonbinding recommendations will be submitted to the Board of County Commissioners for final approval and notification of awards. The following criteria will be used to evaluate grant proposals:

- Does the proposal respond to a demonstrated or emerging community need
- Is the project tied to economic development
- Will existing and/or additional volunteer and fundraising efforts be used as leverage to promote the project
- Are matching funds available
- Does the proposal offer a plan for financial sustainability without continued grant assistance
- Does the applicant have the demonstrated ability to implement the project
- Does the applicant receive public financial support





February 13, 2018

Jefferson County Board of County Commissioners  
Attn: Tim Sanders, Clerk of Court  
1 Courthouse Circle  
Monticello, FL 32344

**RE: 2018 CIGP Submittal**

Dear Mr. Sanders:

In response to this year's FDOT's solicitation for CIGP candidates, we reviewed 20 roads over the past few weeks. Based on the criteria set forth in FDOT's CIGP Program we recommend the following road:

1. Ebenezer Hatchett - (Attatulga Road to US 19 by McDonalds) – Resurfacing 1.28 miles

The solicitation from FDOT is for one candidate project. We are requesting approval from the Board to submit the above listed candidates. If you or the Commissioners need any additional information while considering this request, please do not hesitate to contact us.

Upon the Board's decision, we will prepare the required supporting documentation for the candidate to accompany the application and will provide them to you to submit to FDOT.

Sincerely,

Rob Davis, P.E.  
Project Manager



February 13, 2018

Jefferson County Board of County Commissioners  
Attn: Tim Sanders, Clerk of Court  
1 Courthouse Circle  
Monticello, FL 32344

**RE: 2018 SCOP Submittals**

Dear Mr. Sanders:

In response to this year's FDOT's solicitation for SCOP candidates, we reviewed 20 roads over the past few weeks. Based on the criteria set forth in FDOT's SCOP Program we recommend the following roads (in this order):

1. Boston Highway - South (US 19 to Barnes Rd) Widening/Resurfacing 3.97 miles
2. Casa Bianca (Old Lloyd Road/CR158 to SR 59) Resurfacing 2.41 miles

The solicitation from FDOT is for two candidate projects. We are requesting approval from the Board to submit the above listed candidates. If you or the Commissioners need any additional information while considering this request, please do not hesitate to contact us.

Upon the Board's decision, we will prepare the required supporting documentation for each candidate to accompany the application(s) and will provide them to you to submit to FDOT.

Sincerely,

Rob Davis, P.E.  
Project Manager



February 13, 2018

Jefferson County Board of County Commissioners  
Attn: Tim Sanders, Clerk of Court  
1 Courthouse Circle  
Monticello, FL 32344

**RE: 2018 SCRAP Submittals**

Dear Mr. Sanders:

In response to this year's FDOT's solicitation for SCRAP candidates, we reviewed 20 roads over the past few weeks. Based on the criteria set forth in FDOT's SCRAP Program we recommend the following roads (in this order):

1. Government Farms Road (CR 257 to Parker Pond) – Resurfacing 1.62 miles
2. Barnes Road (US 19 to Arnold) - Resurfacing 1.17 miles

The solicitation from FDOT is for two candidate projects. We are requesting approval from the Board to submit the above listed candidates. If you or the Commissioners need any additional information while considering this request, please do not hesitate to contact us.

Upon the Board's decision, we will prepare the required supporting documentation for each candidate to accompany the application(s) and will provide them to you to submit to FDOT.

Sincerely,

Rob Davis, P.E.  
Project Manager



# BOARD OF COUNTY COMMISSIONERS

## JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827

1484 SOUTH JEFFERSON STREET; MONTICELLO, FLORIDA 32344

PHONE: (850)-342-0287

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**Stephen Fulford**

District 1 Chairman

**Gene Hall**

District 2

**J T Surles**

District 3

**Betsy Barfield**

District 4 Vice Chair

**Stephen Walker**

District 5

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Hello Board:

Attached is a matrix that was discussed at the last BOCC meeting for the SCOP, SCRAP and CIGP submittals. The applications are due 3/15, so a determination at the next BOCC meeting is preferable, as the workload on the applications have increased in intensity since the last submittal.

Below is a quick review on the three programs. The costs on the submittals listed in brackets below are based on previous submittals and awards and from historic data gathered from submittals we were awarded from Jefferson and other represented counties.

SCRAP – reimbursed 100% of cost, resurfacing only, main criteria is pavement condition [first and second SCRAP less than \$1M]

SCOP – reimbursed 100% of cost with REDI waiver, includes repair of bridges, resurfacing, drainage, paving dirt roads, must be in the County Road system [first SCOP between \$1M and \$2M, second SCOP between \$500k and \$1M]

CIGP – reimbursed 50% of cost, pave dirt roads, resurface roads, main criteria is relief to State Roads [cost only limited by apparent match]

We have revised the matrix previously used for FDOT submittals to account for last year's awards and moved the previous ranked projects up the list. Previous awards are in blue and proposed submittals are in yellow. It should be noted that submittals do not guarantee approval by FDOT. And if approved by FDOT it is up to the BOCC to make final approval.

My understanding is that you may not “reply all” to this email per the Sunshine Laws.

So we please request that questions regarding the matrix be directed to myself and please copy Mr. Sanders. Give me a ring when you can and we will discuss!!

Thank you very much. We were awarded two SCRAP projects last year and are using the model formed by the Clerk to continue the success.

Rob

Rob Davis, PE

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**Tim Sanders**  
Clerk of Courts

**Parrish Barwick**  
County Coordinator

**T. Buckingham Bird**  
County Attorney

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ATTACHMENT A - POTENTIAL PROJECT LIST 2018 SCRAP / SCOP / CIGP GRANT SELECTION

PROPOSED PROJECT	PROJECT LIMITS	DESCRIPTION OF WORK	ESTIMATED COST	ELIGIBLE PROGRAMS	RECOMMENDED PROGRAM
Government Farm Road	CR 257 to Parker Pond	Resurfacing	\$505,589.99	SCRAP / SCOP	SCRAP <sup>1</sup>
North Salt Road	I-10 to US 90	Resurfacing	\$1,355,554.77	SCRAP / SCOP/ CIGP	SCOP
Fanlew / Natural Bridge	SR 59 to Leon County Line	Dirt Rd Paving	\$939,750.88	SCOP / CIGP	CIGP <sup>3</sup>
South Salt Road	I-10 to US 19	Resurfacing	\$2,654,427.14	SCRAP / SCOP/ CIGP	CIGP
Tyson Road	Waukeenah St (CR 259) to US 19 (SR 57)	Resurfacing	\$668,416.96	SCRAP / SCOP/ CIGP	SCOP
Cook Road	Freeman Road to Nash Rd	Resurfacing	\$482,557.58	SCRAP / SCOP	SCRAP
Boland Cemetary	Cook Rd to US 19	Resurfacing	\$323,238.70	SCRAP / SCOP/ CIGP	SCRAP
Brown Alexander Road	Freeman Road to Boland Cemetary	Resurfacing	\$248,150.57	SCRAP / SCOP/ CIGP	SCRAP
Ebenezer - Hatchett Road	Attatulga to US 19	Resurfacing	\$408,214.63	SCRAP / SCOP/ CIGP	CIGP <sup>1</sup>
Old Drifton Road	US 19 to Aucilla Highway	1' Widening (18') / Resurfacing	\$167,795.12	SCRAP / SCOP/ CIGP	CIGP (Submitted 2016 as SCOP)
Aucilla Highway	US 19 to North Salt Road	Resurfacing	\$2,915,984.18	SCRAP / SCOP/ CIGP	SCRAP
Casa Bianca	Old Lloyd Rd (CR 158) to Waukeenah St (CR 259)	Resurfacing	\$721,074.62	SCRAP / SCOP	SCOP <sup>2</sup>
Main Street (Lloyd)	Old Lloyd Rd (CR 158) to SR 59	Resurfacing	\$142,441.14	SCRAP / SCOP/ CIGP	CIGP (Submitted 2016 as SCRAP)
South Main Avenue	Old Lloyd Rd (CR 158) to US 90	Resurfacing	\$539,383.22	SCRAP / SCOP/ CIGP	Awarded 2017 (SCRAP)
Old Lloyd Road - North	US 90 to Rabon Rd	4' Widening (30') / Resurfacing	\$2,200,110.57	SCOP / CIGP	SCOP <sup>4</sup>
Old Lloyd Road - South	Rabon Road to SR 59	4' Widening (30') / Resurfacing	\$2,107,131.15	SCOP / CIGP	SCOP <sup>5</sup>
Lake Road	US 19 to Cocroft Rd	1' Widening (23') / Resurfacing	\$2,267,073.97	SCOP	SCOP (Submitted 2016 as SCOP)
Barnes Road	US 19 to Arnlod (new pavement)	Resurfacing	\$357,559.12	SCRAP / SCOP	SCRAP <sup>2</sup>
Boston Highway (North)	Barnes Road to Thomas County Line	5' Widening (30') / Resurfacing	\$2,054,424.29	SCRAP / SCOP/ CIGP	CIGP
Boston Highway (South)	US 19 to Barnes Road	5' Widening (30') / Resurfacing	\$2,708,773.24	SCRAP / SCOP/ CIGP	SCOP <sup>1</sup>
Turney Anderson	Dill Road (SR 149A) to Clark Road	Resurfacing	\$471,172.01	SCRAP / SCOP	Awarded Design 2017 (SCRAP)
Ashville Highway	East Pearl Street to Steen Road	5' Widening (30') / Resurfacing	\$2,715,110.43	SCOP	SCOP (Submitted 2017)

SCOP<sup>1</sup> - \$1M - \$2M

SCOP<sup>2</sup> - \$500k - \$1M

SCRAP<sup>1</sup> - < \$1M

# **REQUEST FOR QUALIFICATIONS AND PROPOSAL (RFQ) #2018030118-01**

Jefferson County hereby requests and invites qualified individuals and or firms to submit statements of qualifications and proposals in response to advertised RFQ to participate in a competitive process in which Jefferson County will select a RESTORE Act Grant Consultant.

Determination of consultant qualifications will be through a selection process and will be based on the consultant's proposal which is to be completed and submitted in accordance with the RFQ specifications and firm's ability to provide the services defined under Sections 5 and 6 below. The RFQ seeks consultant services and technical assistance associated with general guidance and support to Jefferson County staff and to advise the commission and staff regarding the various grant programs and processes related to the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast (RESTORE) Act of 2012. The County, at its sole discretion, intends to award a contract to the party deemed to offer the best qualifications specific to Jefferson County, value and probability of success in administration, monitoring and implementation of the various grants through the RESTORE Act and its United State Treasury regulations and compliance requirements.

## **SECTION 1                    INTRODUCTION:**

The Board of County Commissioners, Jefferson County, Florida hereby gives notice that it intends to award a contract for the Restore Act Grant Consultant and invites Requests for Qualifications for these services as defined by the laws of the State of Florida.

## **SECTION 2                    GENERAL TERMS AND CONDITIONS**

- A. All responses shall become the property of the County.
- B. **Florida Statutes** 287.087, on Drug Free Work Place, 287.133(3)(a) on Public Entity Crimes, and Section 287.134, on Discrimination, as a whole and/or as shown below will be complied with and will be incorporated as terms of any service contracts entered with Jefferson County:

### **287.87. Preference to businesses with drug-free workplace programs:**

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such 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 products or contractual services that are under proposal 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 proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of 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 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.

NOTE: PLEASE INCLUDE YOUR "DRUG FREE" STATUS AS PART OF THE GENERAL COMMENTS IN YOUR PROPOSAL OR WHERE INDICATED IN THE PROPOSAL.

**287.133. Public entity crime; denial or revocation of the right to transact business with public entities:**

(2)(a) A person or affiliate who has been placed in the convicted vendor list following a conviction of a public entity crime may not submit a bid, proposal, or reply 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 s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**287.134. Discrimination; denial or revocation of the right to transact business with public entities:**

(2)(a) An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract or provide goods and services to a public entity, may not submit a bid on a contract with a public entity for 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 award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with a public entity.

- C. Responses are due and must be received in accordance with the instructions given in the public announcement and notice page above.
- D. The County will not reimburse respondent(s) for any costs associated with the preparation and submittal of any responses.
- E. Respondents, their agents and associates shall refrain from contacting or soliciting any County Official and that contact may be made ONLY with the individual(s) in this document for additional information and clarification.
- F. Due care and diligence has been exercised in the preparation of this document and all information contained herein is believed to be substantially correct; however, the responsibility for determining the full extent of the service required rest solely with those making response. Neither the County nor its representative shall be responsible for any error or omission in the responses submitted, nor for the failure on the part of the respondents to determine the full extent of the exposures.
- G. All timely responses meeting the specifications set forth in this document will be considered. However, respondents are cautioned to clearly indicate any deviations from these specifications. The terms and conditions contained herein are those desired by the County and preference will be given to those desired by the County and preference will be given to those responses in full or substantially full compliance with them.
- H. Each respondent is responsible for full and complete compliance with all laws, rules and regulations including those of the Federal Government, the State of Florida and the County of Jefferson. Failure or inability on the part of the respondent to have complete knowledge and intent to comply with such laws, rules and regulations shall not relieve any respondent from its obligation to honor its response and to perform completely in accordance with its response.
- I. The County, at its discretion, reserves the right to waive minor informalities or irregularities in any responses, to reject any and all responses in whole or in part, with or without cause, and to accept that response, if any, which in its judgment will be in its best interest.





- J. Awards and invitation to negotiate a contract will be made to the respondent(s) whose submittal is determined upon recommendation of staff and authorization by the Board of Commissioners to be the most advantageous to the County for purposes of Restore Act Grant Consultant Services, taking into consideration those responses in compliance with the requirements as set forth in this document. The Board of County Commissioners reserves the right to reject any and all responses for any reason or make no award whatsoever or request clarification of information from the respondents.
- K. Any interpretation, clarification, correction or change to this document will be made by written addendum issued by the Jefferson County Administration. Any oral or other type of communication concerning this document shall not be binding.
- L. Responses must be signed by an individual of the respondent's organization legally authorized to commit the respondent's organization to the performance of the product(s) and/or service(s) contemplated by this document.
- M. Unless otherwise stated in the specifications, the following Insurance Requirements must be met before delivery of goods and services:

1. The consultant(s) providing services under this agreement will be required to procure and maintain, at their own expense and without cost to the County, until final acceptance by the County of all services by the contract, the following type of insurance and as indicated in this RFQ. The policy limits required are to be considered minimum amounts.

The insurance coverage enumerated above constitutes the minimum requirements and shall in no way lessen or limit the liability of the consultant(s) under the terms of a contract(s). Sub-Contractor's insurance shall be the responsibility of the consultant.

2. Professional Liability Insurance: Policy in the amount of \$1,000,000 per claim for consultant services.

3. Workers' Compensation: Coverage is to apply for all employees for statutory limits in compliance with the law of the State of Florida and federal laws. The policy must include Employer' Liability with a limit of \$500,000 each accident, \$500,000 each employee, \$500,000 policy limit for disease.

4. Commercial General Liability: Occurrence Form Required: (Consultant) shall maintain commercial general liability (CGL) insurance with a limit of not less than \$500,000 each occurrence. If such CGL Insurance contains a general aggregate limit, it shall apply separately to this location/project in the amount of \$1,000,000. Products and completed operations aggregate shall be \$1,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground exposures, personal injury and advertising injury. Fire damage liability shall be included at \$100,000.

5. Commercial Automobile Liability Insurance: (Consultant) shall maintain automobile liability insurance with a limit of not less than \$1,000,000 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). The policy shall be endorsed to provide contractual liability coverage.

6. Special Requirements/Evidence of Insurance:

a. A copy of the Consultant's current certificate of insurance MUST be provided with the response to this RFQ. A formal certificate shall be provided upon announcement that a Consultant has been awarded the work as called for in this document. The Certificate(s) shall be signed by a person authorized by that insurer to bind coverage on its behalf. All Certificates of Insurance must be on file with and approved by the County before commencement of any work activities. The formal insurance certificate shall also comply with the following:

- 1) "Jefferson County, a Political Subdivision of the State of Florida and its Elected Officials, its Agents, Employees, and Volunteers" shall be name as an "Additional Insured" on all policies except Worker's Compensation.

- 2) The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. Jefferson County will be given notice prior to cancellation or modification of any stipulated insurance.
  - 2.1) In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be issued 30-days prior to said expiration date.
  - 2.2) Such notification will be in writing by registered mail, return receipt requested, and addressed to the County Administrator, Parrish Barwick, Jefferson County Board of County Commissioners, 1 Courthouse Circle, Monticello, FL 32344
- b. It is the responsibility of the contractor to insure that all subcontractors comply with all insurance requirements.
- c. It should be remembered that these are minimum requirements, which are subject to modification in response to high hazard operations.
- N. If these services being proposed are contracted for an annual or a semi-annual contract period then Interlocal Agreements between Jefferson County Board of County Commissioners, other State or County agencies, the City of Monticello and the Jefferson County School Board, allow those entities to purchase and or engage these services through the County's proposals so long as such purchases will not interfere with the timely delivery services to the County in strict conformity with all specifications of its proposals. Each governmental entity will issue its own purchase orders for all purchases made and will be responsible for all payments thereof. Jefferson County reserves the right to direct the successful proposer to prioritize its delivery of goods and services to the County ahead of delivery to other governmental entities purchasing under the County's proposals.
- O. All pages included in or attached by reference to this document shall be called and constitute the proposal as stated on the front page of this documents.

**SECTION 3                    SPECIAL TERMS, CONDITIONS AND REQUIRMENTS:**

- A. Responding firms must be any individual, firm, partnership, corporation, association, or other legal entity permitted by law to perform the services in the State of Florida for which it is contracted by Jefferson County.
- B. The successful respondents shall be required to submit proof of relevant Florida licenses and/or certifications as required by the County and State.
- C. The successful respondents shall be required to demonstrate knowledge of the RESTORE Act guidelines (31 CFR part 34) and the eligibility requirements to apply for and implement RESTORE Act funding.
- D. The successful respondents shall be required to demonstrate experience or knowledge writing RESTORE Act funding grant applications or similar grant applications.
- E. The successful respondents shall be required to demonstrate experience or knowledge administering RESTORE Act funding or similar federal funding programs.
- F. The successful respondents shall be required to demonstrate experience or knowledge of completing federal reporting requirements through federal agencies, such as the U.S. Department of Treasury (including SF-425 Federal Financial Report, SF-PPR Status of Performance Report and Milestones Form, and Operation Self-Assessment Form)
- G. The successful respondents shall be required to demonstrate experience in conducting monitoring of local government and sub-recipients internal controls (according to 2 CFR 200 requirements) and performance.
- H. The successful respondents shall be required to demonstrate experience in completing financial management controls both internally and through federal agencies (ex. U.S. Department of Treasury ASAP Payment System).

- I. The successful respondents shall be required to demonstrate experience in administering similar projects within the stated timetable and budget.
- J. The successful respondents shall be required to enter into a contract that substantially reflects the requirements of the RFQ and normal contract terminology as well as those U.S. Treasury and federal grant guidelines for contractors and consultants to Jefferson County under the Restore Act. The County reserves the right to waive/adjust any minor inconsistencies between the RFQ and the finalized contract.
- K. The successful respondents shall hold harmless, indemnify, and defend the County, its commissioners, employees, representatives, and agents, against any claim, action, loss damage, injury, liability, costs and expense of whatsoever kind or nature arising out of or incidental to this work.
- L. The successful respondents shall not be allowed to substitute project team members and or consultants named in this response without the prior written permission of the County.
- M. The successful respondents, prior to the signing of a contract and before starting any work on the Restore Act Grant consulting, shall be required to submit all certificates of insurance and bonds as required by this RFQ.
- N. The respondents shall procure and maintain, and require each joint respondent to procure and maintain, during the life of this proposal, the insurance coverage listed in this RFQ. The policies of insurance shall be primary and written on forms acceptable to the County and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial A.M. Best & Company rating of no less than A:VII.
- O. The successful respondent/contactor shall acknowledge and accept contract language that affirms the resulting contract will be funded exclusively by RESTORE Act federal grant awards and shall be strictly subject to those terms and conditions of any grant award(s).
- P. The successful respondent/contractor as well as all subcontractors (if permitted by Jefferson County) and to be utilized by this Grant Consultant, shall be required to comply with 2 CFR 200.321 requirements for contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

**SECTION 4                    INDEMNIFICATION:**

The County shall be held harmless against any and all claims for bodily injury, sickness, disease, death or personal injury, or damage to property or loss of use of any property or assets resulting therefrom arising out of, or resulting from, the performance of the services, for which, the County is contracting hereunder, provided such is caused in whole or in part by any negligent act or omission of the consultant, or any subcontractor or any of their agents or employees, or arises from job-related injury.

The consultant(s) agrees to indemnify the County and pay the cost of the County's legal defenses, including fees of attorneys as may be selected by the County, for all claims described in the hold harmless clause herein. Such payment on behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

It is agreed by the parties hereto that specific consideration will be received by the Awarded Consultant under an agreement and/or contract for this hold harmless/indemnification provision.

**SECTION 5                    SCOPE OF PROJECT:**

Jefferson County hereby requests and invites qualified individuals and or firms to submit statements of qualifications to participate in a competitive process in which Jefferson County will select a Restore Act Grant Consultant to provide consultant services associated with grant writing, administration, technical support, application, monitoring and post-grant requirements of the Restore Act to Jefferson County and all Treasury guidelines and federal grant regulations and those additional grant consulting services required of the professional with the Restore Act as required by Jefferson County and the U.S. Treasury. Jefferson County is requesting proposals from

the qualified parties to provide general guidance and support to Jefferson County staff and advise the commission and staff regarding the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast (RESTORE) Act of 2012. Tasks and expectations of grant consultant services are defined herein below. The County, at its sole discretion, intends to award a contract to the party deemed to offer the best qualifications, value and probability of success in administration, consulting and facilitating Jefferson County's grant writing program, monitoring and implementation of the various components of each grants sought and secured through the RESTORE Act.

## **SECTION 6                      SERVICES TO BE PROVIDED BY THE CONSULTANT:**

The selected firm will provide general program guidance, grant writing and application services, administration, monitoring and support to Jefferson County staff and commission. Mandatory tasks shall include research of all current and available grant programs, examination of Jefferson County's applicability and eligibility, development, grant application and monitoring of Jefferson County's various RESTORE Act Grant applications that seek and secure requested funding from the Gulf Coast Ecosystem Restoration Trust Fund (Trust Fund) under the RESTORE Act.

The selected firm will work under the direction of County Staff and advise the Commission and staff to facilitate these tasks and best management practices in the grant writing, application and monitoring for these grant programs and projects. The selected firm will ensure consistency between all deliverables including, but not limited to, grant applications and agree to meet all conditions required by the RESTORE Act (31 CFR 34), U.S. Treasury, audit regulations and County regulations and policies. In addition, the firm must demonstrate fluency in relevant federal, state and local laws and ordinances required for grant project implementation including, but not limited to US Department of Treasury Regulations (audit requirements and rules and regulations related to the Gulf Coast Restoration Trust Fund which was established in the Treasury of the United States by the RESTORE Act) and Davis Bacon Act.

The selected firm must demonstrate expertise in grant management and grant-making processes. Applicants must demonstrate extensive knowledge of local environmental and economic factors which impact Jefferson County. In-depth understanding and specific expertise in the areas of workforce and tourism development is required.

The selected firm will demonstrate a thorough understanding of the role of the Jefferson County RESTORE Act Department and the policies and procedures of the Jefferson County Board of County Commissioners and will be required to review information presented to the staff and commission at previous RESTORE Advisory Committee (RAC) meetings including reports as well as all studies and presentations provided to Jefferson County by previous consultants since the adoption of the RESTORE Act.

Upon contracting with Jefferson County, the selected firm shall be required to perform a series of tasks with grant writing assistance and administering of the Restore Act Grant applications with Jefferson County staff and officials and its strict compliance with the RESTORE Act ("Act") guidelines (31 CFR 34) and final U.S. Department of Treasury Regulations ("Rule"); and those tasks include but are not limited to:

- Support Jefferson County in its development, writing, application, pre and post monitoring of the Jefferson County grants secured as directed by Jefferson County RESTORE Coordinator and staff to apply for all funding availabilities associated with the RESTORE Act,
- Identify and develop partnerships and coordinated efforts and program applications with other counties in the region that further enhance Jefferson County's grant applications and related planning initiatives,
- Investigate all grant funding sources available under the RESTORE Act for proposed projects, as well as, available leveraging opportunities not provided by the RESTORE Act to facilitate matching of candidate projects to the most relevant funding sources. The selected firm must demonstrate in-depth knowledge of all components available for funding under the Act,

- Support Federal and State team on Gulf restoration related plan development, policies, issues, rules or regulations as directed,
- Regularly report on progress, provide updates to the Administration and County Attorney and other staff as requested, provide presentations and materials to County as requested and coordinate messaging and strategy development through designated staff,
- Represent Jefferson County and interact with federal, state, local and public entities on issues pertaining to RESTORE activities, programs and processes, as necessary,
- Travel to Jefferson County, when necessary, to meet with the Board and County staff for the development review, and implementation of Deepwater Horizon Oil Spill restoration related issues. Travel will be reimbursed in accordance with Florida Statutes, Jefferson County Policies and terms specific to the negotiated consultant agreement.
- Request such other RESTORE-related assistance as deemed necessary by the County.

### **Grant Writing Tasks**

- Registration with grantsolutions.gov
- Monitor for release of funding opportunity announcements
- Preparation of Federal forms including:
  - SF-424, Cover sheet
  - SF-424A OR SF424C Budget form
  - SF-424D, Assurances
  - Direct Component Financial Assistance application template
  - Restore Act Direct Component Applicant Certifications template
  - Letter authorizing senior official to execute certifications (if not Chief Elected Official)
  - SF-LLL (Lobbying)
- Development of application narratives including:
  - Project Narrative
    - Activity number from Multiyear Implementation Plan (MYIP)
    - Activity name from MYIP
    - Applicant organization
    - Detailed description of proposed activity, funding sources, tasks, timeframes and crosswalk to budget
    - Key personnel
    - Best available science
  - Budget justification including how costs are necessary, reasonable and allocable
- Development of Attachments including:
  - Direct Component Activity Milestones Report
  - Environmental Checklist
  - Direct Component Activity Status of Performance Report template
  - Indirect Cost Rate Agreement or election to use the de minimis rate
  - Map of project area
  - FEMA floodplain map of area
  - Proposed Estimated Useful Life for infrastructure statement and method used
  - Site control documents including title opinion
- Submission through grantsolutions.gov
- Monitoring for bounce backs, Treasury staff requested revisions etc.
- Application revisions as required
- Execution of grant agreement

### **Grant Administration Tasks**

Written Policies and Procedures:

- 200.317-326 Procurement Policies and Contract Provisions
- 200.302 and 200.305 Financial Management
- 2 CFR 200 Subpart E Cost Principles
- 200.112 Conflict of Interest

Financial Controls:

- Invoice Review
- Payments (in ASAP Payment System)
- Disbursement of Funds
- Program Income

Continuing Education:

- Training Workshops (to staff by consultant, and attendance at national conferences)

Reporting:

- Financial Reporting (including SF-425)
- Programmatic Performance Reporting (including SF-PPR)
- Federal Compliance Reporting (Section 3, Davis Bacon, MBE, etc.)
- Subrecipient Reporting
- Closeout Reporting

Record Keeping:

- Access to Records
- Record Retention

Monitoring:

- Self-Monitoring
- Subrecipient Monitoring
- Subrecipient vs. Contractor Determination
- Grantor Monitoring
- OIG Referrals

Procurement:

- Pre-Award
- Post-Award
- Subrecipients vs. Contractor
- Property Standards
- Equipment/Supplies/Services

Amendments/Modifications to Grant Award:

- Project Timelines
- Activity Adjustment
- Budget

Project Closeout:

- Final Reporting
- Amendments/Extensions

Audit:

- 2 CFR 200 Subpart F Requirements
- Audit Objectives
- Audit Submission

- Audit Resolution

**SECTION 7                    TENTATIVE SUBMISSION, REVIEW, AND CONTRACT AWARD SCHEDULE:**

**Date**

4/1/18	Advertise for Request for Qualifications in The News Herald and post to Board’s Website
4/30/18	RFQ/Proposal Inquiry deadline
5/30/18	RFQ/Proposal Submission Deadline 4:30 p.m.
5/31/18	RFQ/Proposal Opening Date and Time 10:00 a.m.
6/7/18	Proposed recommendation date to Board of County Commission for invitation to negotiate and award of consultant contract <u>if requested</u>
TBD	Presentation by selected Restore Act Grant Consultant Services firms and selection by Board of Commissioners (optional)
TBD	To be determined by Commission Board of County Commissioners: authorization to Administrator for Approval of Contract(s)

Negotiations between the county administrative staff and awarded firm Immediately following recommendation and authorization by the Board of Commissioners Tentatively scheduled for 6/7/18

**SECTION 8                    RFQ CONTACT INFORMATION:**

Jefferson County Board of County Commissioners Administration  
Office Attention Parrish Barwick  
1 Courthouse Circle, Monticello, FL 32344  
Phone: 850-342-0287

**SECTION 9                    COUNTY SHALL:**

- (1) Make available to RFQ proposers any information and data available in the County’s files pertaining to the scope of work and Jefferson County Restore Act Department work product and performance to date.
- (2) Upon contract award, pay fees and other compensation computed in accordance with a fee schedule to be incorporated in final contract.
- (3) Decide and dispose of all claims, questions and disputes arising under this Consultant’s contract, through the County Administrator.
- (4) Reserve the right to audit the records of the awarded RFQ proposer during normal business hours, 8 a.m. to 5 p.m., related to this RFQ at any time during the contract period and for a period of three 3 years after final payment is made. The awarded proposer shall provide copies of any records related to this RFQ’s contract solely at the cost of reproduction.

**SECTION 10                    AWARDED RFO PROPOSER SHALL:**

- (1) Perform all consultant services identified in the RFQ’s scope of work to current consultant standards of the applicable discipline.

- (2) Maintain an adequate staff of qualified personnel.
- (3) Ensure that all work meets all current federal, state and local laws or ordinances applicable to the work.
- (4) Cooperate fully with the County in the scheduling and coordination of all phases of the consultancy work.
- (5) Cooperate and coordinate with other Public Entities and/or County consultants, as directed by the County.
- (6) Report the status of the work to the County upon request and hold pertinent data, reports, correspondence and records open to the inspection of the County or its authorized agent at any time.
- (7) Perform any additional work required for a particular request and assignment as deemed necessary.
- (8) Have approval from the County in writing prior to commencement of any additional services.
- (9) Agree that all reports, specifications and grant applications, ordinances, studies, maps and other work products developed by the grant consultant shall become the property of the County without restrictions or limitations and shall be made available at any time upon request to the County.

**SECTION 11                    REQUIRED RESPONSE CONTENT & CRITERIA FOR EVALUATIONS:**

The following RFQ response outline (11.1 through 11.9) shall provide the required content, format and criteria that will be utilized in evaluating each submission:

**SECTION 11.1                RESPONSE FORMAT CRITERIA:**

The following criteria are shown below and shall include all proposers' sub-consultants information and must be submitted in the following format. During this RFQ process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. The County strictly enforces open and fair competition in its RFQ's. A public entity crimes statement has been requested of any awarded proposers. During the RFQ process, questions or requests for additional information concerning this RFQ shall be directed exclusively to the County contact listed in Section 8 and not to other county staff members or elected officials and shall be in written format (email, fax, letter, etc).

To facilitate effective evaluation by the County, proposals are to be a maximum of fifty (50) pages. Index documentation, sectional dividers, and front and back covers will not be counted toward the total. An executive summary, not to exceed three (3) additional pages may also be included in the proposal. Late Proposals will be returned unopened or will be destroyed if advised by proposer, in writing. Evaluation and selection will occur in accordance with tentative schedule in Section 7 or at a time and place to be determined. At the discretion of the County, proposers may be asked to give short presentations/interviews as part of the selection and ranking process. All consultant's RFQ responses shall include both a technical and cost proposal, failure to comply with these criteria shall be grounds for rejection of the bidders submission.

**SECTION 11.2                RESTORE ACT UNDERSTANDING/PROJECT APPROACH:**

RFQ submittals shall provide a comprehensive narrative statement that illustrates their understanding of the requirements of the projects and the grant consultant services sought by Jefferson County.

- a) Describe understanding of Restore Act and proposed Jefferson County project scope;
- b) Describe recommended Jefferson County project approach;
- c) Describe recommended Quality Assurance and Technical Procedures to be utilized to implement the recommended project approach specific to Jefferson County;

**SECTION 11.3                ORGANIZATION AND ABILITY OF CONSULTANT AND STAFF:**

- a) Illustrate the proposer's organizational chart as it relates to grant consultant services categories listed in Sections 3 and 5 of this RFQ, indicating key personnel and their relationship to project categories, especially the Project Manager and or Grant Consultant.



- b) Indicate the general and specific project related capability, including training and experience of all the proposed staff, and indicate the adequate depth and abilities from within the organization which can be drawn upon as needed, to include management, technical, and support staff.

**SECTION 11.4            RELEVANT FIRM EXPERIENCE:**

**Qualifications and Experience of Firm and Sub-consultants/Staffing**

- a) Company/firm background.
- b) Related Services and Experience in development of grant consultant projects (last ten years) analogous to those services sought under the Treasury Rule and RESTORE Act.
- c) Project Description – Description of project(s) completed in the last ten (10) years having similar or greater relative size and complexity as the proposed subject.
- d) Include minimum of one paragraph about each member of the project team including role in this proposed work and relevant knowledge and experience they bring to the team.

**SECTION 11.5            MANAGEMENT PLAN FOR THE GRANT CONSULTANT SERVICES:**

- a) Describe in-house capabilities of your firm to provide project scheduling and management plan to meet the established goals and objectives of Jefferson County's RESTORE Act Grant applications as well as other project management control systems, or other similar capabilities.

**SECTION 11.6            REFERENCES AND CURRENT ASSOCIATIONS RELATED TO RESTORE ACT:**

- a) Provide a list of all associations and representation related specifically to the RESTORE Act with governmental entities entered since 2012.
- b) Current and projected workload related to RESTORE Act grant consultant services and obligations other than Jefferson County.
- c) Consultant to provide five (5) references from clients of similar projects completed in the last ten (10) years.
- d) State the volume in the past 5 years of contracts with government agencies (single line of information per contract.)

**SECTION 11.7            LOCATION:**

- a) State the proposing firm's location and accessibility throughout the project term.

**SECTION 11.8            COST PROPOSAL:**

- a) The proposal must indicate a fee structure or rate for consultant services for the grant consultant services and the list of related services and scope of work itemized by Sections 3 and 5 of this RFQ.

**SECTION 11.9            PRESENTATION (OPTIONAL TO THE BOARD OF COMMISSIONERS):**

- a) The Jefferson County Board of County Commissioners reserves the right and ability to require selected proposers to participate in presentations (optional to the Board) and or interviews to meet with the county administrative staff; or to submit technical or other additional information to its proposal as may result from the initial presentations and RFQ submissions.

**SECTION 12              SELECTION PROCESS AND CRITERIA:**

After receipt and review of the proposals and at the discretion of the County and administrative staff, proposers may be asked to give short presentations/interviews as part of the selection process. Proposals shall be reviewed  
RFQ 201830118 -01 JEFFERSON COUNTY RFQ FOR RESTORE ACT GRANT CONSULTANT

by the staff. Negotiations for a contract shall follow the award and invitation to negotiate has been authorized by the Board and or delegated to the County Administrator.

**SECTION 13                    CONTRACT NEGOTIATIONS AND EXECUTION:**

The County will review and qualify the submitted proposals for this RFQ. Selection of the firms and negotiations of the service contract for Restore Act consultant services shall follow those procedures adopted by the Jefferson County Board of County Commissioners. The County may require selected proposer to submit technical or other additional information to its proposal as may result from negotiations.

Negotiation of contract for services shall follow the initial selection process with selected firm. Should a satisfactory contract not be achievable with the selected proposer, then the next recommended proposer shall be notified and negotiations for a contract shall begin and so on.

Following negotiations, the recommended firm and contract will be submitted for final review to the County Administrator and County Attorney prior to authorized execution and approval by the Board.

**FORM FOR ANY AND ALL ADDENDUMS TO BE ADDED TO THIS RFQ BY JEFFERSON COUNTY**

**DATE:**                    \_\_\_\_\_, 20\_\_\_\_

**BID NO.:**                **2018030118-01**

**Project:**                **CONSULTANT SERVICES FOR RESTORE ACT GRANT CONSULTANT**

**Owner:**                Board of County Commissioners  
                                Attn: Parrish Barwick, County Coordinator  
                                1 Courthouse Circle, Monticello, FL 32344

- 1. Each submittal shall include **one (1) original and three (3) copies** of the proposal. Proposals must be delivered to Jefferson County Clerk Office, 1 Courthouse Circle, Monticello, FL 32344, so as to reach said office no later than \_\_\_\_\_, and thereafter opened on \_\_\_\_\_.

If you have any questions or comments regarding this addendum, contact:  
County Administrator Parrish Barwick, 1 Courthouse Circle, Monticello, FL 32344; or by E-Mail: pbarwick@jeffersoncountyfl.gov

\_\_\_\_\_.

\_\_\_\_\_  
COMPANY NAME (PRINT)

\_\_\_\_\_  
REPRESENTATIVE (PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PHONE #

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
EMAIL



# BOARD OF COUNTY COMMISSIONERS

## JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827

1484 SOUTH JEFFERSON STREET; MONTICELLO, FLORIDA 32344

PHONE: (850)-342-0287

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**Stephen Fulford**

District 1 Chairman

**Gene Hall**

District 2

**J T Surlis**

District 3

**Betsy Barfield**

District 4 Vice Chair

**Stephen Walker**

District 5

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Parrish,

On January 28, 2018 our 2012 Freightliner roll-off truck broke down. It shut off on N. 19 with no indication of why. All fluid levels were good. We had it towed to Four Star Freightliner. They called for authorization to drop the oil pan, authorization was given. We were told "pushed truck into shop, drained oil, unbolted and removed pan. Found oil pan full of metal, found oil pickup tubes had play caused by worn orings which allowed oil pressure to drop. Checked main bearings and found at this point 2,3,4 main bearing are spun resulting in a damaged engine block. Engine will need to be replaced." The quote was for \$36,669.05. I questioned why this would happen as the truck only has a little over 200,000 miles. I was told they had 3 other trucks on their yard with the same problem. I have attached the quote for the replacement motor from Four Star.

I then called Mr. Billy Spivey, Fixed Operations Manager to discuss my displeasure with the situation and to see what he could do to help us out. He called Mr. Truman Ingram, Four Star Account Manager for the Southeastern District to see what if anything could be done to assist us. I was told they would try and cut some cost, if possible. They also sent me a quote on a new truck that has the same motor, a DD13. I have attached the new truck quote.

At this point, with the obvious problems with this motor, I am not confident in purchasing another. I then contacted Mr. Thornton Davis with Capital Truck, the Mack Dealer in Tallahassee concerning a lease program they have. The City of Tallahassee as well as Madison County has begun participating in this program. It is a 12.5 month lease, at a cost of \$17,500. At the end of the 12.5 months, they come get the truck and bring you a new one. I have attached the Contract between Capital Truck, Inc. and the City of Tallahassee that we could "piggyback" from.

I would like to research what the options are with the Freightliner before any final decisions are made concerning the outcome of the Freightliner.

Thank you for your assistance in this matter.

*Elizabeth R. Letchworth*

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**Tim Sanders**  
Clerk of Courts

**Parrish Barwick**  
County Coordinator

**T. Buckingham Bird**  
County Attorney

---

**Four Star Freightliner - Tallahassee**  
**(MV50792) 4765 Capital Circle N.W. Tallahassee, Florida 32303**  
**Phone: (850) 701-9843 -- Fax (850) 701-0167**

Service Writer:

DIAMOND

RO #

PO #

<b>CUSTOMER</b>	JEFFERSON COUNTY SOLID WASTE	<b>DATE</b>	2/15/18 10:37 AM
<b>ADDRESS</b>	1591 WUKEENAH HWY	<b>E-MAIL</b>	
	MONTICELLO, FL 32344	<b>FAX #</b>	
<b>PHONE #</b>		<b>VIN</b>	

ITEM	OPERATION	LABOR	PARTS	CORE CHARGE	TOTAL
1	DIAGNOSTIC AND ASSESSMENT	\$840.00	\$26,175.05		\$27,015.05
2	REPLACE ENGIEN, INTAKE MANIFOLD GASKETS, EXT GASKETS, TURBO GASKETS, BOTH INJECTOR HARNESSES, OIL PUMP, PICKUP TUBE O RINGS	\$8,700.00			\$8,700.00
3	ROCKER BOX GASKET, VALVE COVER GASKET, OIL PAN GASKET, POWER STEERING PUMP GASKET; 11 GAL OIL, 2 TUBES GREY SIL. BRAKE CLNR.	CONT.			\$0.00
4	30 WIRE TIES, 10 BUFFING PADS, 1 TUBE RED DETROIT GASKET MARKER, EGR GASKETS	CONT.			\$0.00
5	CORE CHARGE \$11,900.00				\$0.00
6					\$0.00

PUSHED TRUCK INTO SHOP. DRAINED OIL UNBOLTED AND REMOVED OIL PAN. FOUND OIL PAN FULL OF METAL. FOUND OIL PICKUP TUBES HAD PLAY CAUSED BY WORN ORINGS WHICH ALLOWED OIL PRESSURE TO DROP. CHECKED MAIN BEARINGS AND FOUND AT THIS POINT 2,3,4, MAIN BEARINGS ARE SPUN RESULTING IN A DAMAGED ENGINE BLOCK. ENGINE WILL NEED TO BE REPLACED.

Parts: \$26,175.05

Labor:	\$9,540.00
Core:	\$0.00
Haz Waste:	
Shop:	\$954.00
Freight:	
Subtotal:	<u>\$36,669.05</u>
Tax:	<u>\$2,750.18</u>
<b>TOTAL:</b>	<b>\$39,419.23</b>

Yes

This estimate is subject to teardown and inspection and is valid for 30 days from date above. I, the undersigned, authorize you to perform the repairs and furnish the necessary materials. I understand any costs verbally quoted are an estimate only and not binding. Your employees may operate vehicle for inspecting, testing and delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it.

AUTHORIZED BY:

DATE:

\_\_\_\_\_

\_\_\_\_\_

# Ingram Equipment Company

Environmental Equipment Experts...Since 1979

February 16, 2018

Jefferson County Florida  
1 Courthouse Circle  
Monticello, Florida 32344

RE: Buy Back Offer – Galbreath Roll-off Hoist / Freightliner

Dear Gentlemen:

Ingram Equipment Company, LLC (“Ingram”) hereby offers to purchase the roll-off cable hoist truck (s/n: 13H41643, VIN: 1FVHG30V7JHJR3888) as identified in the attached quote according to the following schedule:

<b>Lease Term</b>	<b>End of Lease Term Purchase Guarantee</b>
5 Years	\$43,700.00

Notwithstanding the foregoing, Ingram’s offer to purchase the Equipment is contingent upon the return of the Equipment by Jefferson County Florida, at the conclusion of the Lease term, in full and complete satisfaction of and compliance with all of the “Equipment Buy-Back Terms, Conditions and Limitations” which are attached to this letter.

If you are willing to accept the terms of this offer to purchase, please sign the enclosed counterpart of this letter at the place shown below.

Thank you very much.

Sincerely,  
**Ingram Equipment Company, LLC**

By: Jeff Martin  
President

**Jefferson County Florida** hereby accepts the offer set forth above.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018.

**Jefferson County Florida**

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



An All-America City.

July 27, 2016

Capital Truck. Inc.  
Attn: Mike Pitts  
4740 Blountstown Hwy.  
Tallahassee, FL 32304

Re: Contract 2489 Extension Letter  
Refuse Bodies, Refuse Vehicles and Refuse Equipment Partnership  
RFP 0021-11-KR-RC

To whom it may concern,

The above reference contract will expire September 12, 2016. As such, this letter shall serve as the City of Tallahassee's formal notice to extend the above referenced contract from the period September 13, 2016 through September 12, 2021 in accordance with subject contract terms and conditions.

Per City Records, your Certificate of Insurance (COI) expired on September 23, 2016. No work shall be performed against subject master contract unless the City approves ALL required minimum insurance coverage, as required by said contract. Therefore please submit the required COI to cover the extended period. **Note: PER THE CONTRACT TERMS THE CITY OF TALLAHASSEE MUST BE NAMED AN ADDITIONAL INSURED ON THE COI.** The COI may be faxed to (850) 891-8177; emailed to [Beverly.howie@talgov.com](mailto:Beverly.howie@talgov.com); or mailed to Treasury Clerk's Office/Contracts Division, 300 S. Adams Street, Mail Box A-31, Tallahassee, FL 32301.

Please indicate your firm's acceptance of this extension by signing and dating below and returning this letter to Keith Milton, City of Tallahassee, 300 South Adams Street, Box A-28, Tallahassee, Florida 32301. The City looks forward to continuing its excellent working relationship with your firm. Should you have any questions please contact Keith Milton at (850) 891-8289 or email [keith.milton@talgov.com](mailto:keith.milton@talgov.com)

Sincerely,

Andre Libroth  
Manager for Procurement Services

AL/KLM

**ACCEPTANCE OF CONTRACT EXTENSION**

Name (Typed or Printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

CITY HALL  
300 South Adams Street  
Tallahassee, FL 32301-1731  
850-891-0000  
TDD: 711 • Talgov.com

ANDREW D. GILLUM  
Mayor

RICARDO FERNANDEZ  
City Manager

SCOTT MADDOX  
Commissioner

LEWIS E. SHELLEY  
City Attorney

NANCY MILLER  
Commissioner

JAMES O. COOKE, IV  
City Treasurer-Clerk

CURTIS RICHARDSON  
Commissioner

T. BERT FLETCHER  
City Auditor

GIL D. ZIFFER  
Commissioner



# CAPITAL TRUCK, INC.



4740 BLOUNTSTOWN HWY TALLAHASSEE, FLORIDA 32304

2/20/2018

To: Jefferson County Solid Waste Dept

Re: Proposal for 2018 Mack GU813 Rolloff truck(s)

Capital Truck Inc proposes the following purchase/Buy back agreement...

Specs: 400+ HP engine, AT, 20K Front axle, 44+K Rear axle, 60K lb cable hoist system.

Warranty: Trucks will be under FULL warranty during the 13 months of use in the agreement.

Buy Back/Purchase amount (per truck) is \$176,500 (using approved RFP purchase price). Initial payment of \$17,500 (per truck) is required within 45 days of delivery. Over the period of 12 ½ months from date of delivery, this is the only cost you pay. Capital Truck Inc will purchase the truck from 'Leasing 2' at the end of 12 ½ months and provide you with a NEW TRUCK under the same program.

\*\*\*At the end of the 12 ½ months, Jefferson County has the following options:

1. Turn in the truck(s) and begin NEW agreement on NEW replacement trucks at the same or no more than \$500 of the current agreement.
2. Turn in the truck(s) and walk away.
3. Continue leasing the trucks from 'Leasing 2' and maintain possession of the trucks and pay the annual payments.

\*\*\*Damaged/Wrecked trucks\*\*\*

Trucks cannot have more than \$500 worth of damage to either the chassis or body. Trucks must meet DOT certification at the time of exchange. Minimum of 75% tires and brakes. Maintain and provide accurate service records meeting the manufacturers standards. Any wrecked trucks that incur more than \$25,000 in damages may be subject to adjusted cost for depreciation (not to exceed \$10,000).

Thank you,

Thornton Davis, Capital Truck Inc

